

# Freedom of Information Act

## Publication Scheme

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## **Freedom of Information Act - Publication Scheme**

### **1. Introduction**

1.1. SPTA has adopted the model publication scheme for Academies prepared and approved by the Information Commissioner.

1.2. This publication scheme commits SPTA to make information available to the public as part of our normal business activities. The information covered is included in the classes of information outlined in section 2 below and Appendix 1 shows where this information is held by SPTA.

1.3. The scheme commits SPTA :

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by SPTA and falls within the classifications below;
- To specify the information which is held by SPTA which falls within the classifications below;
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- To review and update on a regular basis the information SPTA makes available under this scheme;
- To produce a schedule of any fees charged for access to information which is made proactively available; and
- To make this publication scheme available to the public.

### **2. Classes of Information**

The following classes of information are laid down by the Information Commissioner in the model publication scheme for Academies.

#### **2.1. Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

#### **2.2. What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **2.3. What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

### **2.4. How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **2.5. Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **2.6. Lists and Registers**

Information held in registers required by law and other lists and registers relating to SPTA's functions.

### **2.7. The Services we Offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information provided do not include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **3. The method by which information published under this scheme will be made available**

3.1. The guide to information available under the publication scheme, included at Appendix 1 below, indicates what information is covered by this scheme and how it can be obtained.

3.2. Wherever possible, information will be provided on either SPTA or individual Academy websites. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a request should be submitted to the SPTA Freedom of Information Officer, Lucy Betteridge. She can be contacted via [lucy.betteridge@schoolpartnershiptrust.org.uk](mailto:lucy.betteridge@schoolpartnershiptrust.org.uk).

3.3. In exceptional circumstances some information may be available only by viewing in person. In this case, requests must be made via the SPTA Freedom

of Information Officer. An appointment to view the information will be arranged within a reasonable timescale.

- 3.4. Information will be provided in the language in which it is held or in such other language that is legally required. Where SPTA is legally required to translate any information, it will do so.
- 3.5. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

#### **4. Charges for information published under this scheme**

- 4.1. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Any charges made by SPTA for routinely published material will be justified and transparent and kept to a minimum.
- 4.2. Material which is published and accessed on a website will be provided free of charge.
- 4.3. Charges may be made for actual disbursements incurred such as:
  - photocopying
  - postage and packaging
  - the costs directly incurred as a result of viewing information.
- 4.4. Charges may also be made for information provided under this scheme where they are legally authorised, are justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 4.5. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

#### **5. Written Requests**

- 5.1. Information held by SPTA that is not published under this scheme can be requested in writing. The provision of this information will be considered in accordance with the Freedom of Information Act. All requests made under the Freedom of Information Act must be directed to Lucy Betteridge, SPTA Freedom of Information Officer .

## **6. Complaints**

- 6.1. Any complaints about the operation of this policy will be dealt with in accordance with the SPTA Complaints Policy. This can be found on the SPTA website.
- 6.2. Complaints relating to SPTA's response to requests made under the Freedom of Information Act may be referred to the Information Commissioner who can be contacted at Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF or at [www.ico.gov.uk](http://www.ico.gov.uk).

## **7. Review**

This Policy will be reviewed every three years or when there are changes to relevant legislation.

## Freedom of Information

### Guide to information available from SPTA and its Academies under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do</b>		
Multi Academy Trust Funding Agreement	SPTA website	Free
Individual Academy Order	On request	Free
Names of key personnel including Principal	Academy website	Free
Education Advisory Body – names and contact details	Academy website or on request	Free
School session times, term dates and holidays	Academy website	Free
Location and contact information – address, telephone number and website	Academy website	Free
School Prospectus	Academy website	Free
Results – a link to the data on the Department for Education's website	Academy website	Free

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Information to be published	How the information can be obtained	Charge
<b>What we spend and how we spend it</b>		
Academy annual budget plan SPTA financial statements	Budget plan - copy available on request.  Financial statements – on SPTA website	Charge  Free
Capital funding – details of capital funding allocated to SPTA along with information on related building projects and other capital projects	Copy available on request	Charge
Additional funding – Income generation schemes and other sources of funding.	Copy available on request	Charge
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Copy available on request	Charge
Staffing and grading structure	Copy available on request	Charge
Pay policy – a statement of SPTA's policy regarding teachers' pay.	Copy available on request	Charge
Education Advisory Body member allowances – Details of allowances and expenses that can be claimed or incurred.	Copy available on request	Charge



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Information to be published	How the information can be obtained	Charge
<b>What our priorities are and how we are doing</b>		
Academy profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	Link from Academy website Link from Academy website	Free Free
Performance management information	Copy available on request	Charge
Any major proposals on safeguarding and promoting the welfare of children.	Copy available on request	Charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Academy website	Free

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>How we make decisions</b>		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Academy website	Free
SPTA Board of Directors and individual Academy Education Advisory Body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Copy available on request.	Charge

Freedom of Information Act Publication Scheme

Information to be published	How the information can be obtained	Charge
<b>Our policies and procedures</b> - Current information only		
Academy policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	SPTA website Copy available on request SPTA website + links from Academy websites Copy available on request Copy available on request Copy available on request Copy available on request SPTA website SPTA website	Free Charge Free Charge Charge Charge Charge Free Free

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<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Equality and diversity</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>Academy website</p> <p>Academy website/ on request</p> <p>Academy website / on request</p> <p>Academy website/ on request</p> <p>Academy website</p> <p>Academy website</p> <p>Academy website/ on request</p> <p>Academy website/on request</p> <p>Academy website / on request</p>	<p>Free</p> <p>Free/ charge</p> <p>Free/ charge</p> <p>Free/ charge</p> <p>Free</p> <p>Free</p> <p>Free/ charge</p> <p>Free/ charge</p> <p>Free/ charge</p>
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<p>Records management and personal data policies</p> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	<p>Copy available on request</p> <p>Copy available on request</p> <p>Copy available on request</p> <p>SPTA website</p>	<p>Charge</p> <p>Charge</p> <p>Charge</p> <p>Free</p>
<p>Equality and diversity</p> <p>Policies and procedures for the recruitment of staff – details of vacancies should be included</p>	<p>SPTA recruitment website</p>	<p>Free</p>
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>Academy website ( SPTA charging and remissions policy)</p>	<p>Free</p>

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Information to be published	How the information can be obtained	Charge
<b>Lists and Registers</b> - Current information only		
Curriculum circulars and statutory instruments	DfE website	Free
Disclosure logs	For inspection on request	Free
Asset register	For inspection on request	Free
Any information the Academy is currently legally required to hold in publicly available registers	For inspection on request	Free

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Information to be published	How the information can be obtained	Charge
<b>The services we offer</b> Current information only		
Extra-curricular activities	Academy website	Free
Out of school clubs	Academy website	Free
School publications	Academy website	Free
Services for which the Academy is entitled to recover a fee, together with those fees	For inspection on request	Free
Leaflets, booklets and newsletters	Academy website	Free