

Freedom of Information Policy and Publication Scheme

Version Control

Reviewer / owner (role)	Executive lead (role)	Approving body	Meeting date when the policy was approved
HGP	CEO and Executive Board	Finance, Risk and Audit Committee	22 May 2023

This policy is reviewed annually. The next review is due by May 2024.

1. Introduction

The Trust intends and expects that all decisions, policies and procedures will be underpinned at all times by its vision and values.

Our aim:

To create centres of educational excellence that inspire all pupils to turn their potential into performance.

To achieve this our schools will:

- Provide a broad and balanced curriculum that allows pupils to develop their talents and ambitions.
- Deliver the highest quality learning opportunities facilitated by excellent teachers.
- Inspire our pupils to become confident, motivated and respectful individuals ready to make a positive contribution to society.

The Trust will support our schools by:

- Maximising the resources and expertise available to individual schools.
- Providing a platform for the sharing of excellent practice.
- Challenging and developing staff to turn their potential into performance.

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The Park Academies Trust has adopted the ICO model publication scheme.

The publication scheme lists the documents which the Trust will make public as a matter of routine. If the information you are looking for is not available via the scheme, you can make a request in writing for the information you require.

References to the 'authority' and / or 'public authority' in the publication scheme below are references to The Park Academies Trust or an individual school within the Trust.

ICO Model Publication Scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and 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 the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do

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

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

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

The classes of information will not generally 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.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. 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 public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

The Park Academies Trust
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Redhouse Way
Redhouse
Swindon
SN25 2ND
ask@theparkacademiestrust.com
01793 705400

Guide to information available from The Park Academies Trust under the Freedom of Information Publication Scheme

Information to be published	How to obtain the information	Cost
Who we are and what we do		
Board and executive information	Trust or school website	Free
Funding Agreements	Trust website	Free
Articles of Association	Trust website	Free
Scheme of Delegation and Local Advisory Board terms of reference	Trust website	Free
School prospectus and Sixth Form prospectus	School website	Free
School session times and term dates	School website	Free
Location and key contact information	Trust or school website	Free
GCSE results	Secondary school websites	Free
What we spend and how we spend it		
Annual Report and Financial Statements	Trust website	Free
Annual budget plan	Hard copy	See charges
Capital funding	Hard copy	See charges
Additional funding	Hard copy	See charges
Procurements and contracts	Hard copy	See charges
Pay Policy	Hard copy	See charges
Staffing and grading structure	Hard copy	See charges
Trustees' allowances	Hard copy	See charges
What our priorities are and how we are doing		
Government supplied performance data	School website	Free
Latest Ofsted report	School website	Free

Performance management information	Hard copy	See charges
Major proposals on safeguarding and promoting the welfare of children	Hard copy	See charges
Child protection policies and procedures	School website	Free
How we make decisions		
Admissions Policy	School website	Free
Minutes of meetings of the Local Advisory Board	Hard copy	See charges
Minutes of meetings of the Trust Board	Hard copy	See charges
Our policies and procedures		
Trust and school policies including Charging and Remissions Policy, Complaints Policy, Disciplinary Policy, Health and Safety Policy, Staff Code of Conduct	Trust or school websites or hard copy	Free or see charges
Pupil and curriculum policies including Accessibility Plan, Behaviour Policy, Special Educational Needs and Disability Policy	School websites or hard copy	Free or see charges
Data Protection Policy and Retention Schedule	Trust or school website	Free
Equality Plan	School website	Free
Recruitment	Hard copy	See charges
Lists and registers		
Currently maintained lists and registers	For inspection where appropriate	Free
Disclosure logs	For inspection where appropriate	Free
Asset register	For inspection where appropriate	Free
Information the school is required to hold in publicly available registers	For inspection where appropriate	Free
The services we offer		
Services for which the school is entitled to recover a fee, and the fees	School website	Free

Services for which the Trust is entitled to recover a fee, and the fees	Hard copy	See charges
Extracurricular activities and after school clubs	School website	Free
Trust and school publications	Trust and school websites	Free

Charges

Photocopying / printing at 2p per sheet, black and white

Photocopying / printing at 5p per sheet, colour

Postage, actual cost of second class postage

Statutory fees, in line with the relevant legislation