



## **FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME**

<b>Lead</b>	COO
<b>Reviewed by Staff</b>	April 2018
<b>Reviewed by Students</b>	N/A
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<b>Next Review</b>	May 2019

# FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME

## 1. Introduction

1.1 The model on which this publication scheme is based has been prepared and approved by the Information Commissioner. The Trust has adopted it without modification. This publication scheme commits the Trust to make information available to the public as part of its normal business activities. The scheme commits the trust and each of its academies:

- to publish proactively, or otherwise make available as a matter of routine, information, including environmental information, which is held by an academy in the Trust and falls within the classifications below
- to specify the information which is held by the Trust and falls within the classifications below
- to publish proactively, 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 and make available a schedule of any fees charged for access to information
- to make this publication scheme available to the public
- to publish any dataset held by an academy that has been requested, and any updated versions it holds, unless the academy 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 a specified licence. The term „dataset“ is defined in section 11(5) of the Freedom of Information Act. The terms „relevant copyright work“ and „specified licence“ are defined in section 19(8) of that Act.

## 2. Classes of Information Covered in this Publication Scheme

### i. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

### ii. What we spend and how we spend it

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

### iii. What our priorities are and how we are doing

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

### iv. How we make decisions

Policy proposals and decisions; decision-making processes and internal criteria

### v. Our policies and procedures

Current written protocols for delivering our functions and responsibilities

### vi. Lists and registers

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

### vii. The services we offer

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

## 3. Classes of Information Not Covered in this Publication Scheme

- i. 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
- ii. Information in draft form
- iii. 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

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

- 4.1 The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 4.2 Where it is within the Trust's capability, 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, the Trust will indicate how information can be obtained by other means and provide it by those means.
- 4.3 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.
- 4.4 Obligations under equality 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.

#### **5. Charges which may be made for information published under this scheme:**

- 5.1 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 Trust for routinely published material will be justified and transparent and kept to a minimum.
- 5.2 Material which is published and accessed on a website will be provided free of charge.
- 5.3 Charges may be made for information subject to a charging regime specified by Parliament.
- 5.4 Charges may be made for actual disbursements incurred such as:
  - photocopying
  - postage and packaging
  - the costs directly incurred as a result of viewing information
- 5.5 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.
- 5.6 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 either regulations made under section 11B of the Freedom of Information Act or other enactments.
- 5.7 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.

#### **6. Written requests**

Information held by an academy 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 FOIA.

**1. Guide to information available from The Collegiate Trust (TCT) under the publication scheme**

Information to be published	How the Information can be obtained	Charge
<b>1. Who we are and what we do</b>	Published on the website	
TCT Members & Directors	<a href="#">List of Members &amp; Directors of TCT</a> <a href="#">Register of TCT Members' &amp; Directors' interests</a>	Free
Memorandum & Articles of Association	<a href="https://www.tct-academies.org/documents?tag=Funding%20Agreement%20and%20Financial%20State%20ments">https://www.tct-academies.org/documents?tag=Funding%20Agreement%20and%20Financial%20State%20ments</a>	Free
Minutes & agendas	Available on request from <a href="#">here</a>	Free
TCT Staffing Structure	<a href="https://www.tct-academies.org/our-staff/">https://www.tct-academies.org/our-staff/</a>	Free
Who's who on the local governing bodies and the basis of their appointments	Riddlesdown Collegiate: <a href="https://www.riddlesdown.org/the-academy-trust">https://www.riddlesdown.org/the-academy-trust</a> Gossops Green Primary : <a href="https://gossopsgreen.com/wsussex/primary/gossopsgreen/site/pages/aboutus2015/governors/">https://gossopsgreen.com/wsussex/primary/gossopsgreen/site/pages/aboutus2015/governors/</a> Waterfield Primary: <a href="https://www.waterfieldprimary.co.uk/wsussex/primary/waterfield/site/pages/ourschool/curriculum/">https://www.waterfieldprimary.co.uk/wsussex/primary/waterfield/site/pages/ourschool/curriculum/</a>	Free
Contact details for the Principal and for the Local Governing Body, via the academy	Riddlesdown Collegiate: <a href="https://www.riddlesdown.org/">https://www.riddlesdown.org/</a> Gossops Green Primary : <a href="https://gossopsgreen.com/">https://gossopsgreen.com/</a> Waterfield Primary: <a href="https://www.waterfieldprimary.co.uk/">https://www.waterfieldprimary.co.uk/</a>	Free
Academy prospectus		
Staffing structure		
Academy session times and term dates		
Address of academy and contact details, including email address.		
<b>2. What we spend &amp; how we spend it</b>		
Statutory Accounts	<a href="https://www.tct-academies.org/documents?tag=Funding%20Agreement%20and%20Financial%20State%20ments">https://www.tct-academies.org/documents?tag=Funding%20Agreement%20and%20Financial%20State%20ments</a>	Free
Annual budget plan and financial statements	<a href="#">TCT annual budget plan and financial statements</a>	Free
Capital funding	Available on request	Schedule of charges
Financial audit reports		
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.		
Procurement & contracts the Trust has entered into.		Schedule of charges

Staffing, pay and grading structure.	<a href="https://www.tct-academies.org/documents?tag=Trust%20Policies">https://www.tct-academies.org/documents?tag=Trust%20Policies</a>	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		
<b>3. Our priorities &amp; how we are doing</b>		
Strategies and plans	Trust Strategic Plan Academy Development Plans	
Appraisal Policy & capability procedures approved by TCT	<a href="https://www.tct-academies.org/documents?tag=Trust%20Policies">https://www.tct-academies.org/documents?tag=Trust%20Policies</a>	Free
Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	<a href="#">Riddlesdown Collegiate performance data</a> <a href="#">Gossops Green Primary performance data</a> <a href="#">Waterfield Primary performance data</a>	
The latest Ofsted Inspectorate report	<a href="#">Riddlesdown Collegiate Ofsted report</a> <a href="#">Gossops Green Primary Ofsted report</a> <a href="#">Waterfield Primary Ofsted report</a>	
The Trust's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status.		
Safeguarding and Child Protection	<a href="#">Riddlesdown Collegiate Safeguarding Policies</a> <a href="#">Gossops Green Safeguarding Policies</a> <a href="#">Waterfield Safeguarding Policies</a>	
<b>4. How we make decisions</b>		
Admissions policies	<a href="#">Riddlesdown Collegiate Admissions Policy</a> <a href="#">Gossops Green Primary Admissions Policy</a> Waterfield Primary Admissions Policy	
TCT agendas & minutes	<a href="https://www.tct-academies.org/documents?tag=Meetings%20of%20the%20Board%20of%20Directors">https://www.tct-academies.org/documents?tag=Meetings%20of%20the%20Board%20of%20Directors</a>	Free
<b>5. Policies &amp; procedures</b>		
Health & Safety Policy	Currently under review	Free
Complaints Policy	<a href="#">Link to TCT website</a>	Free
Equalities Policy	<a href="#">TCT Equalities Policy</a>	Free
Other Statutory Information	Riddlesdown Collegiate Statutory Information <a href="#">Gossops Green Primary Statutory Information</a> <a href="#">Waterfield Primary Statutory Information</a> Data Protection Policy	

	Freedom of Information Policy	
Charging regimes and policies.	<a href="#">Riddlesdown Collegiate Charging Policy</a> <a href="#">Gossops Green Primary Charging Policy</a> <a href="#">Waterfield Primary Charging Policy</a>	
<b>6. Lists &amp; registers</b>		
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
<b>7. Services offered</b>		
Extra-curricular activities	<a href="#">Riddlesdown Collegiate extra-curricular activities</a> <a href="#">Gossops Green Primary extra-curricular activities</a> <a href="#">Waterfield Primary extra-curricular activities</a>	
Out of hours clubs	<a href="#">Gossops Green Breakfast Club</a> <a href="#">Gossops Green Cygnet Crew (after school care until 6.00pm)</a>	
Services for which the academy is entitled to recover a fee, together with those fees		
Academy publications, leaflets, books and newsletters		Free

## 2. Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 50p per sheet (black & white)	Actual cost incurred by the public authority
	Photocopying/printing @ 80p per sheet (colour)	Actual cost incurred by the public authority
	Postage	Relevant mailing charge as appropriate (including the cost of tracking were required)
<b>Statutory Fee</b>	Statutory fee where applicable	In accordance with the relevant legislation