

# **FREEDOM OF INFORMATION POLICY**

## **Including Freedom of Information Act – Publication Scheme**

Lead Governance and Compliance Manager

Approved by TCT July 2023

Next Review July 2024

# FREEDOM OF INFORMATION POLICY

## 1. Introduction

*The Collegiate Trust* (hereafter referred to as the *Trust*) is a “public authority”. The Freedom of Information Act 2000 (FOIA) provides public access to information held by public authorities. The Environmental Information Regulations 2004 (EIR) provides public access to environmental information as defined in the Regulations. FOIA and EIR promote openness and transparency.

Information is provided in two ways:

- It is mandatory to publish certain information (publication scheme); and
- Any person is entitled to request information which subject to the application of any exemptions must be provided free of charge.

The Act does not give people access to their own personal data. *Subject Access Requests* (SARs) are dealt with in accordance with the *Data Protection Policy*.

## 2. Aim

This Policy will ensure:

- Members of the Trust comply with their duties under the FOIA and EIR and handle requests under the correct regime.
- Members of the Trust have a system in place which will result in proactive publication of what information is available.
- Any person knows they can make a request and who to contact.
- All appropriate staff will be able to recognise and respond appropriately to a valid request for information.
- That there is awareness amongst staff, contractors or others having contact with the members of the Trust that the duties under FOIA and EIR may impact on the ability to guarantee confidentiality of information

## 3. Scope

This Policy applies to all recorded information held by the members of the Trust or by a third party on their behalf. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

## 4. Roles and Responsibilities

- 4.1 The Directors of *The Collegiate Trust*, via the Local Governing Bodies of schools, have overall responsibility for ensuring compliance with the *Freedom of Information Act*. The Principal has day to day responsibility for FOI /EIR compliance and will nominate a point of contact which will be published on the school’s website for enquiries.
- 4.2 All staff will be trained on recognising a request for information.
- 4.3 A designated member of staff is responsible for handling request for information.

## 5. Publication Scheme

The Trust has adopted the *Model Publication Scheme for Academy’s* as approved by the *Information Commissioner*.

## 6. Requests handling

The Trust will ensure that:

- Advice and assistance is provided to the requestor if required.
- Responses will be provided promptly and within the statutory time limit of 20 days from receipt of the request.
- Information will only be withheld in accordance with the exemptions specified by legislation. The reasons for applying the exemption will be provided to the requester.
- Care will be taken to ensure that personal data is not unlawfully disclosed in response to a request for information made under FOIA or EIR.
- Information provided to the School from third parties may be the subject of a request for information. In considering whether exemptions apply, the School will seek to consult with the third party but the legal responsibility for deciding whether or not the information should be released rests with the School.
- Any requests for internal reviews will be dealt with in accordance with the relevant School’s Complaints Policy and will be responded to within twenty school days as recommended by the Information Commissioner. If the

School's original decision is upheld, then the School has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office. Appeals should be made in writing to the Information Commissioner and addressed to:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**

# 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 a school 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 a school that has been requested, and any updated versions it holds, unless the school 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

### 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 and internal criteria

### 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 the functions of the authority

### 2.7 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

3.1 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

3.2 Information in draft form

3.3 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:**

- 3.1 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.
- 3.2 Material which is published and accessed on a website will be provided free of charge.
- 3.3 Charges may be made for information subject to a charging regime specified by Parliament.
- 3.4 Charges may be made for actual disbursements incurred such as:
  - photocopying
  - postage and packaging
  - the costs directly incurred as a result of viewing information
- 3.5 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.
- 3.6 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.
- 3.7 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 a school 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="#">Our Team   The Collegiate Trust (tct-academies.org)</a>	Free
Who's who on the local governing bodies and the basis of their appointments	Courtwood Primary School: <a href="#">Governing Body   Courtwood Primary School</a> Gossops Green Primary: <a href="#">Governors   Gossops Green Primary School</a> Kenley Primary School : <a href="#">Governors – Kenley Primary</a> Quest Primary School: <a href="#">Governors – Quest Primary</a> Riddlesdown Collegiate: <a href="#">Local Governing Body   Riddlesdown Collegiate</a> The Quest Academy: <a href="#">Governing Body   The Quest Academy</a> Waterfield Primary: <a href="#">Governors   Waterfield Primary School</a> Woodcote High School: <a href="#">Governance – Woodcote High School</a>	Free
Contact details for the Principal and for the Local Governing Body, via the school School prospectus Staffing structure School session times and term dates Address of school and contact details, including email address.	Courtwood Primary School: <a href="#">Courtwood Primary School   Part of The Collegiate Trust</a> Gossops Green Primary: <a href="#">Gossops Green Primary School   Part of The Collegiate Trust</a> Kenley Primary School : <a href="#">Kenley Primary – Part of The Collegiate Trust</a> Quest Primary School: <a href="#">Quest Primary – Part of The Collegiate Trust</a> Riddlesdown Collegiate: <a href="#">Riddlesdown Collegiate   Part of The Collegiate Trust</a> The Quest Academy: <a href="#">The Quest Academy   Part of The Collegiate Trust</a> Waterfield Primary: <a href="#">Waterfield Primary School   Part of The Collegiate Trust</a> Woodcote High School: <a href="#">Woodcote High School – Part of The Collegiate Trust</a>	Free
<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 School 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="#">Courtwood Primary School performance data</a> <a href="#">Gossops Green Primary performance data</a> <a href="#">Kenley Primary School performance data</a> <a href="#">Quest Primary School performance data</a> <a href="#">Riddlesdown Collegiate performance data</a> <a href="#">The Quest Academy performance data</a> <a href="#">Waterfield Primary performance data</a> <a href="#">Woodcote High School performance data</a> If access is limited the general link is <a href="#">Find and check the performance of schools and colleges in England - GOV.UK (www.gov.uk)</a>	
The latest Ofsted Inspectorate report	<a href="#">Courtwood Primary School Ofsted report</a> <a href="#">Gossops Green Primary Ofsted report</a> <a href="#">Kenley Primary School</a> <a href="#">Riddlesdown Collegiate Ofsted report</a> <a href="#">The Quest Academy Ofsted report</a> <a href="#">Waterfield Primary Ofsted report</a> <a href="#">Woodcote High School</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="#">Courtwood Primary Safeguarding Policies</a> <a href="#">Gossops Green Safeguarding Policies</a> <a href="#">Kenley Primary School</a> <a href="#">Quest Primary School</a> <a href="#">Riddlesdown Collegiate Safeguarding Policies</a> <a href="#">The Quest Academy Safeguarding policies</a> <a href="#">Waterfield Safeguarding Policies</a>	

	<a href="#">Woodcote High School</a>	
<b>4. How we make decisions</b>		
Admissions policies	<a href="https://tct-academies.org/documents/">https://tct-academies.org/documents/</a>	
TCT agendas & minutes	On request from the Governance Manager <a href="#">here</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="#">Link to TCT website</a>	Free
Other Statutory Information	<a href="#">TCT Statutory information</a> <a href="#">Data Protection Policy</a> <a href="#">Freedom of Information Policy</a>	
Charging regimes and policies.	<a href="#">TCT Charging &amp; Remissions 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	Courtwood Primary extra-curricular activities available from the school office <a href="#">Gossops Green Primary extra-curricular activities</a> <a href="#">Kenley Primary School</a> Quest Primary School available from the school office <a href="#">Riddlesdown Collegiate extra-curricular activities</a> <a href="#">The Quest Academy extra-curricular activities</a> <a href="#">Waterfield Primary extra-curricular activities</a> <a href="#">Woodcote High School extra-curricular activities</a>	
Out of hours clubs	<a href="#">Courtwood Primary National School Breakfast programme</a> <a href="#">Gossops Green Breakfast Club</a> <a href="#">Kenley Primary School</a> <a href="#">Quest Primary School</a> <a href="#">Waterfield Primary School</a>	
Services for which the school 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
Disbursement cost	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)
Statutory Fee	Statutory fee where applicable	In accordance with the relevant legislation