

1 INTRODUCTION

- 1.1 This policy contains the Trust's publication scheme available under the Freedom of Information Act (2000) (FOIA).
- 1.2 The FOIA requires all public authorities, including all maintained schools and academies, to be clear about the information that they will make public, on request.
- 1.3 The guidance here is based on the model publication scheme produced by the Information Commissioner's Office (ICO) which contains examples of the kinds of information academies are expected to provide in order to meet their commitments under the FOIA.
- 1.4 This policy outlines:
 - The classes of information which we freely publish or will publish on request.
 - The way in which the information will be published.
 - The cost, to the requester, of receiving the information.
- 1.5 Information referenced in this document will be made available so long as:
 - We still have the information.
 - The information is not exempt under the FOIA or Environmental Information Regulations (2004) (EIR) exemptions or its release is not prohibited under another statute.
 - The information is accessible and up to date (i.e. not archived, not impractical, not resource intensive to prepare the material for routine release).

2 ROLE OF TRUST BOARD AND COMMITTEES

- 2.1 The Full Trust Board has a statutory responsibility to ensure that the FOIA is supported within the school. This is delegated to the Principal.
- 2.2 The Full Trust Board is responsible for the maintenance of this publication scheme and for enabling the data protection function within the school.

3 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM

- 3.1 The Principal and Senior Leadership Team (SLT) will promote compliance with this policy, so that information can be retrieved easily, appropriately and in a timely fashion.
- 3.2 SLT will support all Freedom of Information Requests (FOIR) such that they can be expedited speedily and efficiently.

4 USE OF THE PUBLICATION SCHEME, HOW TO MAKE A FREEDOM OF INFORMATION REQUEST (FOIR)

- 4.1 This publication scheme details the information already available, and also information which will be published in the future. Much of the information is already freely accessible on our website and can be downloaded and/or printed.

- 4.2 Some information which we hold is not available under the FOIA, because it is personal information and therefore restricted, under the Data Protection Act (2018) (DPA).
- 4.3 The information which is not available on the website should be requested using the FOIR procedure: COMDA-P10-1-Freedom of Information – Make a Request, which explains the process. There is a form to use COMDA-A10-1-Freedom of Information - Make a Request.
- 4.4 Use the same form if you are requesting information which is not listed in this policy; it may be possible to respond to your request within the confines of both the FOIA and the DPA.
- 4.5 The Trust reserves the right to pass on the costs when an FOIR is processed. These costs include, but are not limited to, administration time, printing, production of materials in alternative formats and use of specialist information services. These will be calculated on receipt of your request.
- The information on the website will incur no charge from the Trust; your internet provider/printing costs are at your own expense.
 - The costs for printing or producing material for you, and sending it to the requestor is dependent on the requirements contained in the request and will be given to the requestor for agreement for confirmation.

5 THE INFORMATION AVAILABLE

5.1 Class 1 information – what the Trust is and what it does – this is current information only

Item which can be requested	Format it will be provided	Free or with a cost	Breakdown of costs
Instrument of Government/Articles of Association <i>Name of School & Category of School</i> <i>Name and constitution of governing body</i> <i>Funding agreement</i>	Access on website (articles of association) Access on website (memorandum of association) Access on website (funding agreement)	Free Free Free	
School prospectus	Hard copy	Cost	Postage cost (if requested)
The Trust Board <i>Names of Trustees and basis of their appointment</i> <i>Contact details</i>	Access on website Email the school office	Free Free	
School sessions, times and term dates	Access on website	Free	
Location and contact information	Access on website (contact page) Access on website (names of key personnel)	Free Free	

5.2 Class 2 information – what we spend and how we spend it – financial information related to projected income, actual income and expenditure, procurement, contracts and financial audits. This covers the current year and previous two financial years, as a minimum.

Item which can be requested	Format it will be provided	Free or with a cost	Breakdown of costs
School budget <i>Annual budget plan</i> <i>Financial Statements</i> <i>Annual income and expenditure returns</i> <i>Expenditure over £5000 including costs, supplier and transaction information</i>	Hard copy	Cost	Reproduction Cost Administration Cost Postage cost (if requested)
Capital funding and information on related building projects and other capital projects	Hard copy	Cost	Reproduction Cost Administration Cost Postage cost (if requested)
Additional funding <i>Income generation and other sources of funding</i>	Hard copy	Cost	Reproduction Cost Administration Cost Postage cost (if requested)
Financial Audit reports Procurement and Contracts <i>Procedures for procuring goods and services</i> <i>Details of contracts that have gone through a formal tendering process</i>	Hard copy	Cost	Reproduction Cost Administration Cost Postage cost (if requested)
Pay Policy Staff allowances and expenses Staff pay and grading structures	Hard copy	Cost	Reproduction Cost Administration Cost Postage cost (if requested)
Trustees allowances	Hard copy	Cost	Reproduction Cost Administration Cost Postage cost (if requested)

5.3 Class 3 – what the Trust’s priorities are, how these are being progressed. This covers the current year as a minimum.

Item which can be requested	Format it will be provided	Free or with a cost	Breakdown of costs
Profile of the Trust. <i>Government Performance Data</i> Latest Ofsted information	Access on the internet Access on website	Free Free	
Future plans of the Trust	Hard Copy	Cost	Reproduction Cost Administration Cost Postage cost (if requested)
Safeguarding and Child Protection <i>Policies and procedures which are in place to ensure that the Trust functions to safeguard the students and promote their welfare, complying with guidance issued by the Secretary of State.</i>	Some of these are available on the website: Access on the website (Child Protection) Access on the website (Safeguarding) Others can be requested. For an email copy. For a hard copy.	Free Free Free Cost	Reproduction Cost Administration Cost Postage cost (if requested)
Performance Management <i>Policies and procedures adopted by the school</i>	Many of these are available on the website after selecting the “ About Us ” tab. Others can be requested. For an email copy. For a hard copy.	Free Free Cost	Reproduction Cost Administration Cost Postage cost (if requested)

5.4 Class 4 – making decisions. This covers the current year and previous three years, as a minimum.

Item which can be requested	Format it will be provided	Free or with a cost	Breakdown of costs
Admissions policy/decisions <i>Individuals' admissions arrangements and procedures.</i> <i>Information about the right of appeal</i>	These are available on the website after selecting the "About Us" tab, navigating to "Policies: A-D" and then selection "Admissions." Information will be shown for each academic year, as well as the timetable and appeals process.		
Minutes of the Trust Board and its sub committees <i>Minutes, agendas, and papers considered at meetings</i> <i>(information that is properly considered to be private to the meeting is excluded from FOIRs).</i>	Contact the school. For an email copy. For a hard copy.	Free Cost	Reproduction Cost Administration Cost Postage cost (if requested)

5.5 Class 5 – policies and procedures (those produced for clarification when delivering our services and responsibilities). Current information only.

Item which can be requested	Format it will be provided	Free or with a cost	Breakdown of costs
<p>School Policies <i>Policies and procedures adopted by the school e.g. Charging and Remissions, Health and Safety, Complaints, RSE, SEND, Behaviour, Equality and Diversity, Recruitment of Staff etc</i></p>	<p>Many of these are available on the website after selecting the “About Us” tab, navigating to “Policies: A-D”, “Policies: E-L” or “Policies: M-V” and selecting the appropriate title. Others can be requested. For an email copy. For a hard copy.</p>	<p>Free Free Cost</p>	<p>Reproduction Cost Administration Cost Postage cost (if requested)</p>
<p>Records Management and Data Retention</p>	<p>Contact the school. For an email copy. For a hard copy.</p>	<p>Free Cost</p>	<p>Reproduction Cost Administration Cost Postage cost (if requested)</p>

5.6 Class 6 – lists and registers. Current information only.

Item which can be requested	Format it will be provided	Free or with a cost	Breakdown of costs
Curriculum circulars	Information on the National Curriculum can be downloaded from the DfE website	Free	
Statutory guidance	Statutory guidance is also on the DfE website.	Free	
Disclosure logs <i>Logs of information provided in response to requests (redacted for DPA purposes)</i>	Hard Copy	Cost	Reproduction Cost Administration Cost Postage cost (if requested)
Assets register	Hard Copy	Cost	Reproduction Cost Administration Cost Postage cost (if requested)
Any information that the Trust is currently legally required to hold in publicly available registers (excluding any personal information covered by DPA and the Attendance Registers).	Hard Copy	Cost	Reproduction Cost Administration Cost Postage cost (if requested)
Extra-curricular activities e.g. <i>Music Lessons</i> <i>Duke of Edinburgh Awards</i> <i>School Productions</i> <i>NB Sporting events are seasonal, and are more likely to be subject to last minute cancellation, so are managed via Social Media.</i>	Many of these are available on the website after selecting the “ Parent Handbook ” tab. Others can be requested. For an email copy. For a hard copy.	Free Free	Reproduction Cost Administration Cost Postage cost (if requested)

6 AUTHOR

- 6.1 The author of this policy is the Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.

7 VERSION CONTROL

Policy Number	COMDA-10
Policy Name	Freedom of Information
Version Number	00
Publication Method	External A copy must be made available in U:\Staff Information\Policies\COMMunications and DATA Policies
Approved by	Full Trust Board
Date of Approval	October 2022
Key changes since previous version	1. This is a new policy
Next Review Date	September 2023



PROCEDURE

**COMDA-P10-1-FREEDOM OF INFORMATION – MAKE A REQUEST -
00**

1 INTRODUCTION

- 1.1 The Freedom of Information Act (2000) (FOIA) requires all public authorities, including all maintained schools and academies, to be clear about the information that they will make public, on request. The details of what is made public are in the Freedom of Information Policy COMDA-10-Freedom of Information-00.
- 1.2 This procedure gives guidance on how to make a Freedom of Information Request (FOIR).
- 1.3 For clarity FOIRs give general information, which is available to anybody, on request. If you want specific information about a named person that is a Subject Access Request.

2 TASK DESCRIPTION

- 2.1 All FOIRs must be made in writing. They do NOT have to be made using the form, but it is helpful if they are.
- 2.2 The request will be reviewed by the Data Protection Officer, and potentially, the Principal.
- 2.3 You will be informed of the conclusion of the review.
- 2.4 You will either be given the information you have asked for, or refused it, with an explanation of the reason. Common reasons include the possibility of identifying someone from the data produced, or that the data is not retained/no longer retained.

3 PROCEDURAL DETAILS

- 3.1 Staff: please click on this link: <https://forms.office.com/r/ryHWDxyNBs> and complete the form. When you submit the form your request has been sent to the Data Protection Officer.
- 3.2 For parents, or external organisations: use the form COMDA-A10-1-Freedom of Information - Make a Request. Complete it and send a photograph or scan of it to dataprotection@heart-england.co.uk.

4 PROCEDURE AUTHOR

- 4.1 The author of this procedure is the Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.



PROCEDURE

5 VERSION CONTROL

Procedure Number	COMDA-P10-1
Procedure Name	Freedom of Information – Make a request
Version Number	00
Publication Method	External A copy must be kept in U:\Staff Information\Policies\Procedures for Policies\COMmunications and DATA Procedures
Approved by	Full Trust Board
Date of Approval	October 2022
Key changes since previous version	This is a new procedure
Next Review Date	October 2025

APPENDIX

COMDA-A10-1-FREEDOM OF INFORMATION-MAKE A REQUEST - 00

1 INTRODUCTION

- 1.1 The form **on the next page** is the one you must complete when you want make a Freedom of Information Request that has been recorded in school.
- 1.2 This is linked to the Freedom of Information policy

2 APPENDIX AUTHOR

- 2.1 The author of this appendix is the Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.

3 VERSION CONTROL

Appendix Number	COMDA-A10-1
Appendix Name	Freedom of Information – Make a Request
Version Number	00
External	External A copy must be made available in U:\Staff Information\Policies\Appendices for Policies\ COMMunications and DAta Appendices
Approved by	Full Trust Board
Date of Approval	October 2022
Key changes since previous version	1. New Form
Next Review Date	October 2023



APPENDIX

**PARENTS/EXTERNAL REQUEST FOR FREEDOM OF INFORMATION
REQUEST**

Please complete this form and then send a scan/photograph of it to
DataProtection@heart-england.co.uk

Your Name		
Your email address		
Your phone number		

Please explain below what information you wish us to summarise for you:

Your signature		Date	
----------------	--	------	--