



Name of Policy: **FREEDOM OF INFORMATION
(PUBLICATION SCHEME)**

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Approval Signature: _____
Chair of the Board

Date:

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Changes to Policy since last review

Relevant Section	Change made	Page Number
	None – new policy	

Consultation on this Policy

Consultation was conducted with the following groups on the dates below. All comments received were considered and changes incorporated. Future versions will see changes made, outlined in the above section for quick reference.

Employees & Unions

w/c 13/10/15

In each case at least 2 calendar weeks formed the consultation period.

1. Purpose of the Scheme

1.1 This publication scheme has been prepared and approved by the Information Commissioner. This publication scheme commits the Trust 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.

1.2 The scheme commits the Trust:

- a) 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.
- b) To specify the information which is held by the Trust and falls within the classifications below.
- c) To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- d) 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.
- e) To review and update on a regular basis the information the Trust makes available under this scheme.
- f) To produce a schedule of any fees charged for access to information which is made proactively available.
- g) To make this publication scheme available to the public.

2. Classes of Information

2.1 The Trust will provide information on the following:

- a) **Who we are and what we do:**
 - i. Organisational information, locations and contacts, constitutional and legal governance.
- b) **How we make decisions:**
 - i. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- c) **What we spend and how we spend it:**
 - i. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- d) **What our priorities are and how we are doing:**
 - i. Strategy and performance information, plans, assessments, inspections and reviews.
- e) **Our policies and procedures:**
 - i. Current written protocols for delivering our functions and responsibilities.
- f) **Lists and Registers:**
 - i. Information held in registers required by law and other lists and registers relating to the functions of the Trust.
- g) **The Services we Offer:**
 - i. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

- 2.2 The classes of information will not generally include:
- a) 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.
 - b) Information in draft form.
 - c) 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 Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 3.2 Where it is within the capability of the Trust, information will be provided on 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, the Trust will indicate how information can be obtained by other means and provide it by those means.
- 3.3 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.
- 3.4 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.
- 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 which may be made 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. Charges made by the authority 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 information subject to a charging regime specified by Parliament.
- 4.4 Charges may be made for actual disbursements incurred such as:
- a) photocopying
 - b) postage and packaging
 - c) the costs directly incurred as a result of viewing information
- 4.5 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.

- 4.6 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.

5. Written Requests

- 5.1 It is not the Trust's policy to work with suppliers that use the Freedom of Information route as a way to gain to a commercial edge over other suppliers. Should suppliers want information, they may simply request this by engaging with the Trust in an open way by contacting the Trust's Chief Operating Officer.

- 5.2 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 c/o Chief Operating Officer, William Edwards School, Stifford Clays Road, Grays, Essex, RM16 3NJ.

- 5.3 All requests for all schools in the Trust must be channelled as explained in 5.1.

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

- 6.1 The public should follow the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

Appendix 1: Guide to information available from the South West Essex Community Education Trust under the publication scheme

Information to be published	How the information can be obtained	Charge (where applicable)
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/ or website)	
School Funding Agreements – a link to the document on the Department for Education’s website	Hard copy or website	£15 (hard copy)
Academy Orders (if applicable)	Hard copy	£15
School staff and structure – names of key personnel	Hard copy	
Trust Board and local governance arrangements – names and contact details of the governors and the basis of their appointment	Hard copy or website	
School session times, term dates and holidays	Website	
Location and contact information – address, telephone number and website	Website	
Contact details for the Headteachers and the Trustees	Website	
School Prospectus	Website or Hard Copy	£15 (hard copy)
School Session times and term dates	Website	
Results – a link to the data on the Department for Education’s website	Website	

Information to be published	How the information can be obtained	Charge
How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum, from the inception of the Trust.	(hard copy and/ or website) Hard copy	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website	
Board meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard copy	£15 per committee per year

Information to be published	How the information can be obtained	Charge
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).	(hard copy and/ or website) Website	
Annual budget plan and financial statements	Hard copy	£15
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy	£15
Additional funding – Income generation schemes and other sources of funding.	Hard copy	£15
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.	Hard copy	£15 per contract
Staffing and grading structure	Hard copy	£15
Pay policy – a statement of the School's policy on procedures regarding teachers' pay.	Hard copy	£15
Trustees' allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy	£15

Information to be published	How the information can be obtained	Charge
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.	(hard copy and/ or website) Hard copy	
School profiles <ul style="list-style-type: none"> Government supplied performance data OFSTED report – summary and full report 	Website Website	
Performance management information	Hard copy	£15
School's future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard copy	£15
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Hard copy	£15

Information to be published	How the information can be obtained	Charge
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy and/ or website)	
Policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	Website Hard copy Website Hard copy Hard copy Hard copy Hard copy Website Hard copy	£15 per policy
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Website Website Website Website Hard copy Hard copy Hard copy Hard copy Hard copy	£15 per policy
Records management and personal data policies <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies 	Website Website Website Website	
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff – details of vacancies should be included 	Website	
Charging regimes and policies 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.	Website	

Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)	
Curriculum circulars and statutory instruments	Hard copy	£15
Disclosure logs	Hard copy	£15
Asset register	Hard copy	£15
Any information Schools are currently legally required to hold in publicly available registers	Hard copy	£15

Information to be published	How the information can be obtained	Charge
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	Website	
Out of school clubs	Website	
School publications	Website	
Services for which Schools are entitled to recover a fee, together with those fees	Website	
Leaflets, booklets and newsletters	Website	