



# Freedom of Information Act Publication Scheme

This is a Trust-Wide Policy  
which applies to all the schools within the  
Trust and the central Trust

Date of Latest Review Approval: **May 2018**

Date of Policy: **April 2012**  
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Owner of Policy: **Chair of PDIG**

Approved By: **Operations Board**

Next Review Date: **May 2020**

Distribution: **All Staff  
Websites**

## Freedom of Information Act Publication Scheme

Bright Futures Educational Trust's (BFET or the Trust) Strategy underpins all aspects of this policy and the way in which it will be applied. These elements are:

- Our vision, the best **for** everyone and the best **from** everyone;
- Two of our values; **Integrity**: We do the right things for the right reasons and **Passion**: We take responsibility, work hard and have high aspirations;
- **Three of our commitments**: Collaboration and strong relationships, Strong Governance and Accountability **and** Effective communication.

### What is the Policy for?

The Freedom of Information Act (FOIA) was introduced to promote greater openness and accountability across the public sector, and establishes a general right of access to information held by public authorities, including academies and multi-academy trusts. Along with Human Rights and Data Protection legislation, freedom of information aims to build a culture of rights and responsibilities for citizens.

Bright Futures Educational Trust (BFET) is responsible for compliance with the FOIA in each of its academies and will ensure that employees at its academies are able to comply with requests for information under FOIA.

All academies are required under the Freedom of Information Act 2000 to produce a publication scheme, which outlines an academy's responsibilities under the Act. It also outlines the different classes of information to be made available, as well as the method by which this information will be made available and what charges can be made.

### Who is the Policy for?

All employees of the Trust should be aware of this Policy.

## Policy Standards

### 1. General Principles

1.1 This publication scheme is based on the DFE model policy prepared and approved by the Information Commissioner. This publication scheme commits Bright Futures Educational Trust and its academies 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.

1.2 This scheme commits BFET and its academies:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by BFET and its academies and falls within the classifications below.
- To specify the information which is held by BFET and its academies 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 BFET and its academies 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 Trust/academy that has been requested, and any updated versions it holds, unless the Trust/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 Trust/academy 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.

## **2. Classes of Information which may be Published**

### **2.1 *Who we are and what we do***

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

### **2.1 *What we spend and how we spend it***

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

### **2.2 *What our priorities are and how we are doing***

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

### **2.3 *How we make decisions***

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

### **2.4 *Our policies and procedures***

Current written protocols for delivering our functions and responsibilities.

### **2.5 *Lists and Registers***

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

**2.6 *The services we offer***

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

**2.7 *The classes of information will not generally include:***

- Information the disclosure of which is prevented by law, or exempt under the FOIA, 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.

**3. *The Method by which Information Published under this Scheme will be made available***

3.1 BFET and its academies 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 a BFET and its academies, 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, BFET and its academies 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 BFET 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:

- Photocopying.
- Postage and packaging
- 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 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.

4.7 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.

## 5. Written Requests

5.1 Information held by BFET and its academies 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. Information will be made available within twenty working days of receipt of the request, unless exceptional circumstances apply. Please note, where the information is held by schools, 'working days' are term time days only.

## 6. The method by which Information Published under this Scheme will be made available

6.1 The following table identifies the information published by XXXX [insert name of academy or central team] which meets the requirements of the Information Commissioner.

6.2 Further information is published by BFET. See the Publication Scheme for BFET on its website at <http://bfet.co.uk/bfet-policies/>.

## Freedom of Information Publication Scheme

### Guide to information available from Lime Tree Primary Academy under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do</b> (Organisational information, structures, locations and contacts) <i>This will be current information only.</i>	(hard copy and/ or website)	
School staff and roles	Website	No charge
Governing body – names of the governors and the basis of their appointment	Website	No charge
School session times, term dates and holidays	Website	No charge
Location and contact information – address, telephone number and website	Website	No charge
Contact details for the Principal and the Governing Body	Website	No charge
School prospectus	Website	No charge
School information booklet	Website	No charge

Information to be published	How the information can be obtained	Charge
<p><b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>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).</i></p>	(hard copy and/ or website)	
Financial statements for BFET.	BFET website	No charge
Annual budget plan.	Hard copy	Schedule of charges
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects.	Hard copy	Schedule of charges
Pupil premium funding, key objectives, reviews of spending and pupil outcomes	Website	No charge
16-19 Bursary Fund Policy	Website	No charge
Unofficial Funds Policy	Website	No charge
Staffing and grading structure	Hard copy	Schedule of charges
Pay policy – a statement of the academy’s policy and procedures regarding staff pay.	Hard copy	Schedule of charges
Travel and Expenses Policy – Details of allowances and expenses that can be claimed or incurred.	Hard copy	Schedule of charges



Information to be published	How the information can be obtained	Charge
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) <i>This will be current information only.</i>	(hard copy and/ or website)	
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> <li>• Examination results summary</li> </ul>	Hard copy Website Website	Schedule of charges No charge No charge
Appraisal Policy	Hard copy	Schedule of charges
School development plan and departmental development plans	Hard copy	Schedule of charges
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website	No charge

Information to be published	How the information can be obtained	Charge
<b>How we make decisions</b> (Decision making processes and records of decisions) <i>Current and previous three years.</i>	(hard copy and/ or website)	
Admissions policy - arrangements and procedures and right of appeal.	Website Hard copy (for previous years)	No charge Schedule of charges
Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	Hard copy	Schedule of charges

Information to be published	How the information can be obtained	Charge
<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only.</i></p>	(hard copy and/ or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Health and safety</li> <li>• Complaints</li> <li>• Safe and fair recruitment</li> <li>• Lettings and use of school</li> <li>• Unavoidable School Closure</li> <li>• Flexible working</li> <li>• Health and wellbeing / managing stress</li> <li>• Staff conduct policy</li> </ul>	<p>Website</p>	<p>No charge</p>
<ul style="list-style-type: none"> <li>• Capability, discipline and grievance policies</li> </ul>	<p>Hard copy</p>	<p>Schedule of charges</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Assessment, recording and reporting</li> <li>• Homework</li> <li>• Sex and relationships education</li> <li>• Special education needs information</li> <li>• Equal opportunity and multi-cultural education</li> <li>• Collective worship</li> <li>• Careers education, information and guidance</li> <li>• Behaviour for learning</li> <li>• Exclusions</li> <li>• Examinations</li> </ul>	<p>Website</p>	<p>No charge</p>

Records management and personal data policies: • Data protection	Website	No charge
Equality and diversity policies: • Safe and fair recruitment and appointment • Single equality policy and action plan	Website	No charge
Charging policies: • Charging and remission for school activities	Website	No charge

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Lists and Registers</b> <i>Currently maintained lists and registers only</i>	(hard copy and/ or website; some information may only be available for inspection)	
Asset register	Hard copy	Schedule of charges
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy	Schedule of charges

Information to be published	How the information can be obtained	Charge
<p><b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p><i>Current information only.</i></p>	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	Website	No charge
School publications	Website	No charge
Newsletters	Website	No charge
Key stage 3 curriculum booklet	n/a	n/a
Key stage 4 curriculum booklet	n/a	n/a
Sixth form options booklet	n/a	n/a