

# **Torfield and Saxon Mount Academy Trust**



## **Federation Freedom of Information Policy and Publication Scheme**

December 2016

## **TORFIELD AND SAXON MOUNT ACADEMY TRUST**

### **FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME**

Reviewed and updated: December 2016

Next review: December 2017

#### **PART 1 – FREEDOM OF INFORMATION OBLIGATIONS**

One of the aims of the Freedom of Information Act 2000 (FIOA) is that public authorities, including schools, should be clear and proactive about information that is made public.

To do this, the Academy Trust will produce and keep up to date a Publication Scheme, which confirms to the Model Publication Scheme approved by the Information Commissioner.

The Publication Scheme will set out:

- The classes of information which it publishes or intends to publish;
- The manner in which the information will be published;
- Whether the information is available free of charge or on payment;
- Procedures for making a request for information, and
- Procedures for making a complaint about the school's compliance with its obligations to provide information.

The Data Protection Act requires that schools must keep private and confidential information about students and their families. This remains the case under the Freedom of Information Act and such information will not form part of the Publication Scheme.

The Publication Scheme will cover information already published and information to be published in the future.

All information in the Public Scheme will be available in paper form via the School Offices and, as far as possible, and/or from the Federation Schools Website.

Comments about the Publication Scheme, requests for assistance or complaints should be addressed, in the first instance, to the Executive Headteacher at the specific School within the Federation.

## **PART 2 – PUBLICATION SCHEME**

### **Introduction**

This is the Publication Scheme of Torfield and Saxon Mount Academy Trust. It sets out the classes of information that the school publishes or intends to publish. It specifies the manner in which information is or is intended to be published. It also specifies whether or not the material is available free of charge.

This Publication Scheme is made under the Freedom of Information Act 2000 which places an obligation on the school to adopt and maintain such a scheme. It is based on the model freedom of information publication scheme for Academy Schools and the Academies and Freedom of Information, Departmental advice for Academies (January 2014).

The Freedom of Information Act gives a general right of access to all types of recorded information held by the school, whether or not included in the publication scheme. It also sets out exemptions from that right and places a number of obligations on schools. A person who makes a request to the school for information will be told whether the school holds that information and, subject to the exemptions, whether information will be supplied.

Individuals already have the right of access to information about themselves under the Data Protection Act. The Freedom of Information Act extends this right to allow public access to all types of information. The Data Protection Act also requires that the school must keep certain information private and confidential and such information is not the subject of this Publication Scheme.

The Freedom of Information Act and this Publication Scheme do not limit in any way the various other rights that members of the public have to information.

A wide range of general information about the school and its services is available on the school website ([www.torfield-saxonmount.com](http://www.torfield-saxonmount.com)) which is regularly updated.

### **Layout of the Publication Scheme**

Each class of information covered by the scheme is identified by a title followed by a definition of the information covered by the class. In some cases, particular information is excluded from the class, for example, because it is exempt under the Freedom of Information Act or other legislation. Each entry contains details of how to obtain the information in that class. It is anticipated that the classes may be widened and/or new classes may be added to the scheme from time to time.

### **Responsibility for the Publication Scheme**

The individual with overall and day to day responsibility for maintaining this scheme on behalf of the Governors is the Executive Headteacher.

#### Procedures for making requests

A request for information should be made in writing or by e-mail ([saxonoffice@tasmata.org.uk](mailto:saxonoffice@tasmata.org.uk)) or ([torfieldoffice@tasmata.org.uk](mailto:torfieldoffice@tasmata.org.uk)) and addressed for the attention of the Executive Headteacher. The school will make reasonable efforts to provide the requested information. This will depend on availability.

Where possible the information covered by the Publication Scheme will be provided on the website. Paper documents will be provided if requested, although there may be a charge for this (see fees below).

The school will respond to requests for information promptly and, in any event, normally within twenty working days.

## **Complaints**

If the school does not comply with the Publication Scheme – for example by not making available documents it should or delaying in providing them – a review of the school's actions can be requested by contacting the Board of Directors, addressing the request to:

Ms Jenny Smith  
c/o Saxon Mount School  
Edinburgh Road  
St Leonards on Sea  
East Sussex TN38 8HH

Telephone: 01424 426303

Email: [saxonoffice@tasmat.org.uk](mailto:saxonoffice@tasmat.org.uk)

If a person is dissatisfied with the outcome of the review, a complaint can be made to the Information Commissioner:

FOI/EIR Complaints resolution  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **Fees**

Generally there will be no charge for requested information and information available from the websites is free of charge. For providing information where the costs of doing so exceed £2.00, the school will charge:

- 10p per sheet of photocopy, print out and printed covering letter, regardless of sheet size or colour copy
- The actual cost of postage
- Where a specific request is made for presentation in a particular form (eg: CD ROM) the actual cost of doing so
- £25 per hour for staff time if it is necessary for a member of staff to accompany somebody requesting to inspect records
- Actual costs of translation into another language
- VAT will be chargeable in the circumstances that someone else holds the information as well as us.

Responding to high cost requests (those expected to cost more than £5450) is discretionary and the Academy Trust will refuse such requests.

## **Categories of information published.**

### [Who we are and what we do](#)

Organisational information, locations and contacts, constitutional and legal governance

### [What we spend and how we spend it](#)

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

### [What our priorities are and how we are doing](#)

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

### [How we make decisions](#)

Decision making processes and records of decisions

### [Our policies and procedures](#)

Current written protocols for delivering our services and responsibilities

### [Lists and registers](#)

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

### [The services we offer](#)

Information about the services the school provides including leaflets, guidance and newsletters

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

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

Unless otherwise stated, the following current information will be made available:

### **Information published on the website**

Who's who in the school

Who's who in the governing body and the basis of their appointment

Articles of Association for the Academy Trust

Contact details for the Governing Body

Contact details for the Executive Headteacher

School Information

Staffing Establishment

School session times and term dates.

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

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

The following current and previous year's information will be made available:

### **Information published on the website**

Annual budget plan and financial statements

Capitalised funding

Additional funding

Procurement and projects

### **Information available on request from the Academy Trust registered office**

Pay policy

Appraisal policy

Governor's expenses policy

Staffing and grading structure

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

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

The following current information will be made available on the Federation schools website:

- Government supplied performance data
- The latest summary and full Ofsted reports
- Schools future plans

## **How we make decisions**

Decision making processes and records of decisions.

### **Information available on the website:**

- Admissions policy and decisions (but not individual admission decisions)

### **Information available on request from the Academy Trust registered office**

- Agendas of meetings of the Academy Trust Board of Directors and it's committees
- Minutes of meetings of the Academy Trust Board of Directors and its committees (unless properly regarded as confidential to the meetings)
- Copies of documents considered at meetings of the Academy Trust Board of Directors and its committees.

## **Our policies and procedures**

Current written protocols for delivering our services and responsibilities.

### **The following current information will be made available on the schools website:**

#### **School policies**

School policies and procedures together with other information related to the school, including:

- Charging
- Complaints Procedure
- Equality
- Child Protection policy and procedures

#### **Pupil and curriculum policies**

- The home-school agreement
- Admission arrangements
- Curriculum
- Sex Education
- SEN and disability
- Accessibility plan
- Local Offer
- Equality

- Behaviour

### **Records management and personal data policies**

- Information security
- Data protection (Including Information sharing).

### **The following current information will be made available on request from the Academy Trust registered office**

- Teacher Appraisal (Performance Management)
- Pay
- Staffing structure
- Discipline and Grievance
- Health and safety and Risk assessment
- Collective worship
- Records retention, destruction and archive

### **Lists and Registers**

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

### **The following information will be made available by request from the Academy Trust registered office:**

- Central record of recruitment and vetting checks
- Disclosure logs
- Asset register
- Statutory instruments
- Registers of student attendance
- Any information the school is currently legally required to hold in publicly available registers (but not the attendance register).

### **The services we offer**

Information about the services the school provides including leaflets, guidance and newsletters.

The following current information will be made available on the website:

- Extra-curricular activities and additional support clubs
- School publications
- Newsletters and school information booklets
- Services for which the school is entitled to recover a fee, together with those fees.



Signed

Chair of Directors.....

Date.....

Executive Headteacher.....

Date.....

Date to be reviewed.....December 2017.....