



WADE DEACON  
TRUST

A COMMITMENT TO EXCELLENCE

# FREEDOM OF INFORMATION PUBLICATION SCHEME

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Link: Mr J Lowe

A GREAT  
PLACE  
**TO BE A  
PART OF**

## **I STATEMENT OF INTENT – FREEDON OF INFORMATION PUBLICATION SCHEME**

- I.1 This scheme follows the model approved by the ICO and commits our academy to make information available to the public as part of its normal business activities. We will:
- I.1.1 Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the academy and falls within the classifications below.
  - I.1.2 Specify the information which is held by the academy and falls within the classifications below.
  - I.1.3 Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
  - I.1.4 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.
  - I.1.5 Review and update on a regular basis the information the academy makes available under this scheme.
  - I.1.6 Produce a schedule of any fees charged for access to information which is made proactively available.
  - I.1.7 Make this publication scheme available to the public.
  - I.1.8 Publish any dataset held by the academy that has been requested, and any updated versions it holds, unless the 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 public 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.
  - I.1.9 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

### 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, internal criteria and procedures, consultations.

### 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 academy.

### 2.7 **The services we offer.**

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

The classes of information will not generally include:

- 2.7.1 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.
- 2.7.2 Information in draft form.
- 2.7.3 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.

### **3 THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE**

- 3.1 The academy 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 an academy, information will be provided on an academy's 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, an academy 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 academy 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 academy 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:
  - 4.4.1 photocopying
  - 4.4.2 Postage and packaging
  - 4.4.3 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 academy.
- 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 an academy 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 to be published	How the information can be obtained	Cost
<b>Class 1: Who we are and what we do</b>		
<b>Our organisational information, structures, locations and contacts</b>	<b>Hard copy or website</b>	<b>£</b>
Who's who in the school	Academy website	Free
Who's who on the governing board, and the basis of their appointment	Academy website	Free
Articles of Association	Trust website	Free
Contact details for the headteacher	Academy website	Free
Contact details for the governing board	Academy website	Free
The school prospectus	Academy website	Free
The school's annual report	Academy website	Free
The school's staffing structure	Academy website	Free
School session times and term dates	Academy website	Free
The school's address	Academy website	Free
The school's contact details	Academy website	Free
The school's email address	Academy website	Free
The school website	Academy website	Free
The names of key personnel	Academy website	Free

<b>Class 2: What we spend and how we spend it</b>		
<b>Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year</b>	<b>Hard copy or website</b>	<b>£</b>
Annual budget plan and financial statements	On request	
Capital funding	On request	
Financial audit reports	On request	
The pay policy	On request	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories	On request	
The staffing, pay and grading structure	On request	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	On request	

<b>Class 3: What our priorities are and how we are doing</b>		
Our strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website	£
Performance data supplied to the government	School website	Free
The latest Ofsted summary	School website	Free
The latest Ofsted full report	School website	Free
The performance management policy and procedures	On request	
The school's future plans	On request	
The safeguarding and child protection policies and procedures	School website	Free

<b>Class 4: How we make decisions</b>		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years	Hard copy or website	£
Admissions policy	School website	Free
Information pertaining to admissions decisions	On request	
The governing board and its committees' agendas and meeting minutes	On request	

<b>Class 5: Our policies and procedures</b>		
Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy or website	£
Charging and remissions policy	School website	Free
School behaviour policy	School website	Free
Sex education policy	School website	Free
Special educational needs (SEN) – SEN information report	School website	Free
Data protection policy	School website	Free
Health and safety policy	School website	Free
Admissions arrangements	School website	Free
Accessibility plan	School website	Free
Complaints procedure statement	School website	Free
Freedom of information procedures	School website	Free
Premises management documents	On request	
Equality information and objectives statement for publication	School website	Free
Register of pupils' admission to school	On request	
Register of pupils' attendance	On request	

Staff discipline, conduct and grievance (procedures for addressing)	On request	
Child protection policy and procedures	On request	
Early years foundation stage (EYFS) policy and procedures [Primary schools only]	On request	
Statement of procedures for dealing with allegations of abuse against staff	On request	
Supporting pupils with medical conditions policy	On request	
Provider access policy statement	On request	
Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention, destruction and archive policies</li> <li>Information sharing policies</li> </ul>	On request	
Charging regimes and policies	School website	

#### **Class 6: Lists and registers**

Our currently maintained lists and registers – this does not include our attendance registers	Hard copy or website (Some information may only be available by inspection)	£
Asset register	On request	
Any information the school is currently legally required to hold in publicly available registers	On request	

#### **Class 7: 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 or website (Some information may only be available by inspection)	£
Extra-curricular activities	School Website	Free
Out of school clubs	School Website	Free
School publications, leaflets, books and newsletters	School Website	Free