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1. Introduction – Freedom of Information Act 2000

- 1.1 The FOIA was introduced on 30 November 2000 but came fully into force on 1 January 2005. The act gave new rights of access for the public to public bodies recorded information.
- 1.2 The FOIA requires public bodies to action two specific legal obligations.
- to adopt and maintain a publication scheme setting out details of information that the school will routinely make available and how the information can be obtained;
 - to comply with requests for information.

2. What a publication scheme is and why it has been developed?

- 2.1 One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
 - The manner in which the information will be published; and
 - Whether the information is available free of charge or on payment.
- 2.2 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.
- 2.3 Some information which we hold may not be made public, for example personal information.
- 2.4 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

3. Aims and Objectives

- 3.1 The Trust and its schools aims:

- To provide the highest quality education and experiences that enable every pupil to realise their full potential.
- For every pupil to have the values, skills, qualities and aptitudes that will allow them to thrive in society.
- That as a result of our reputations for excellence, for each school to be: the school of choice for pupils; the employer of choice for professionals.

This publication scheme is a means of showing how we are pursuing these aims.

4. Categories of information published

- 4.1 The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as ‘classes’. These are contained in section 6 of this scheme.
- 4.2 The classes of information that we undertake to make available are organised into seven broad topic areas:

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

5. How to request information detailed in the scheme

- 5.1 If you require a paper version of any of the documents within the scheme, please contact the Trust by telephone, email, fax or letter. Contact details are set out below.

Contact Address: julia.priscott@laconchildeschool.co.uk

Tel: 01299270312

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please)

- 5.2 If the information you’re looking for isn’t available via the scheme you can still contact the school to ask if we have it (see FOI request section of this policy).

6. Paying for information

- 6.1 Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.
- 6.2 If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

These are the charges made by us for copies of documents and other information under the Freedom of Information Act:

- Website – access to the website is free of charge unless otherwise specified
- Email and attachments – free of charge unless otherwise specified
- Website printouts – printouts from the trust, school website or external websites are not provided
- Copies by post of all information: Photocopies A4 pages at 5p per page (single sided) black and white
- Postage in line with the current postage rates:
<https://www.royalmail.com/current-postage-prices>
- Administration fees: charges can, in accordance with the relevant legislation, legally be made for administration where a request will take a significant amount of staff time. Such charges are calculated at £25 per hour with a maximum limit of £450. We are within our statutory rights to refuse to comply with a request where the cost to provide it will exceed 18 hours. Guidance will be given to the requester on how they could refine their request to make it less onerous. Alternatively, we may comply with the request for an extra charge which will be advised to you prior to starting the work. The fee will be payable in full before supplying the information. • These charges will be reviewed when the policy is reviewed.

7. Classes of Information Currently Published

Information to be published	How you can obtain the information
<p>Class 1 - Who we are and what we do Information about us; our structures, locations and contacts. Current information only</p>	
Contact details (postal and email address). Where possible, named contacts with telephone number and email address Head teacher’s contact details	Trust/School Website www.sget.co.uk
Who’s who in the school/academy	Trust /School Website
Who’s who on the governing body / board of Directors and selection criteria for appointment Contact Details through the Governance Professional: https://www.sget.org.uk/governance/sget-governance	Trust /School Website
Instrument of Government / Articles of Association	Trust /School Website
School/Academy session times and term dates	Trust or School Website
<p>Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum</p>	
For academies: Annual accounts	Trust Website
Capital funding	Trust Website Hard Copy on Request
Financial Audits reports	Hard Copy on Request
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard Copy on Request
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard Copy on Request
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard Copy on Request
For academies: Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Hard Copy on Request
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard Copy on Request
Procurement and contracts we have entered into	Hard Copy on Request

Details of any premiums we receive such as Pupil premium.	Hard Copy on Request
Class 3 – What our priorities are and how we are doing	
Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum	
Annual Report	Trust Website Hard Copy on Request
Latest reports from regulators (e.g Ofsted, SIAMS) - Summary - Full report - Post-inspection action plan	Trust /School Website https://reports.ofsted.gov.uk/
Exam and assessment results	Trust /School Website https://www.gov.uk/school-performance-tables
Performance tables	Trust /School Website https://www.gov.uk/school-performance-tables
Careers programme information	School Website Hard Copy on Request
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Trust /School Website Hard Copy on Request
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy on Request
Class 4 – How we make decisions	
Decision making processes and records of decisions. Current and previous three years as a minimum	
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	School Website Hard Copy on Request
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Trust /School Website Hard Copy on Request
Class 5 – Our policies and procedures	
Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Trust /School Website
Safeguarding and child protection, including protecting children's personal data	Trust /School Website
Equality and Diversity	Trust /School Website

Policies and procedures relating to recruitment and human resources	Trust Website
Special educational needs	School Website https://www.shropshire.gov.uk/the-send-local-offer/
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Trust Website
Pay Policy	Trust Website
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Trust Website
Charging regimes and policies	Trust Website
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	
Curriculum circulars and statutory instruments	Trust Website Hard Copy on Request
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy on request; some information may only be available by inspection
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard Copy on Request
Asset register and Information Asset register	Hard Copy on Request
Any information we are currently legally required to hold in publicly available registers	Hard Copy 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	
Extra-curricular activities	School Website Hard Copy on Request
Out of school/academy clubs	School Website Hard Copy on Request
Services for which we are entitled to recover a fee, together with those fees	Trust/School Website
Our publications, leaflets, and newsletters	School Website Hard Copy on Request

8. **Making/Processing a Request Under FOIA**

- 8.1 The school is aware of its obligations in relation to the FOIA and intends to fulfill its legal obligations.
- 8.2 Requests for information have to be in writing (email) and must include the name of the person requesting information, an address for correspondence and a description of the information sought. Requests should be sent to:
- Requests should be e-mailed to: julia.priscott@laconchilideschool.co.uk
- 8.3 Once we receive your request we may seek more details from you to establish what information you are requesting.
- 8.4 If we do not hold the information you have requested we will confirm this to you and, wherever possible, provide contact details for other public sector bodies that may hold the information you have requested in our response letter.
- 8.5 If we do hold the information you have requested then we have to assess this to see if any of the exemptions detailed in the FOIA apply, e.g. if by releasing the information requested we would cause a serious health and safety issue we would apply exemption (section) 38 and not provide you with the information. Exemptions can either be 'Absolute' or 'Qualified'. If an exemption is qualified then we will apply the Public Interest Test to decide if the application of the exemption should be overruled due to public interest.
- 8.6 A requester will receive a response to their request within 20 working days of the day we receive it (if it is received after 3.30pm then it will be 20 working days from the next working day), regardless of whether we do or do not hold the information. In exceptional circumstances we may not be able to meet the 20 working day deadline, if this is the case we will contact you to let you know when we hope to send the information requested to you.
- 8.7 We will not provide assistance to applicants whose requests are seen to be vexatious or repeated as defined in section 14 of the FOIA. In deciding if a request is either a vexatious or repeated request we will consider guidance from the Information Commissioner's Office.
- 8.8 Right of Appeal - In the response the requester receives they will be given details on how to appeal if they are not satisfied with the information we have/have not supplied. The appeal will be processed by a person independent to the original response process.
- 8.9 Fees/Charges - We are allowed to recover the costs of printing, copying and postage and packing. If we require a fee to be paid then a fees notice will be sent

to the requester. If the fees notice has been sent and the requester is not prepared to pay the fee, we may:-

- consider whether any information that may be of interest is available free of charge, or;
- consider providing an indication of what, if any, information could be provided without a fee being payable, or;
- consider advising the requester that by refining the request, information may be able to be supplied for a lower fee or at no charge.

8.10 The Trust/school will provide advice and assistance to people making requests for information. Advice and guidance maybe sought from the Trust using the previously stated contact details.

9. Feedback and Complaints

9.1 We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Head Teacher.

9.2 If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire,
SK9 5AF