

'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary,
they will walk and not be faint.' Isaiah 40:31

connect | nurture | aspire | learn | excel | hope



Trust Information Pack

D. 4 Section C – Freedom of Information

Multi Academy Trust Policy

Freedom of Information

Trust Policy for Information and Action



Date adopted by Trust Board:

Date of Review: September 2016

Date of next Review: September 2018

1. Introduction

This publication scheme commits Aquila The Diocese of Canterbury Academies Trust (hereafter referred to as 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 Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information that is held by the Trust, and that 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 the Trust makes available under this scheme.
- To produce a schedule of any fees charged for access to information that is made proactively available.
- To make this publication scheme available to the public.

2. Classes of Information

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, tendering, procurement and contracts.

What our priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

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

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:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is deemed protected from disclosure.
- Information in draft form that has not yet received formal approval of the Trust board.
- Information that is no longer readily available as its files have been 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

The Trust will indicate clearly to the public what information is covered by this scheme and how to obtain it.

Where it is within the capability of a public Trust, information will be provided on the 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, the Trust will show how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where it is necessary, contact details will be provided. We will arrange an appointment to view the information within a reasonable timescale.

We will provide information in the language in which it is held or in such other languages that are required by law. Where the Trust is legally required to translate any information, it will do so. 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

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 Trust for routinely published material will be justified and transparent and kept to a minimum.

Material that is published and accessed on the website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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.

If we need to charge, confirmation of the amount due will be given beforehand. Payment will be requested prior to provision of the information.

5. Written Requests

We will accept written requests for information held by the Trust that do not appear under this scheme. The provision of this information will be considered in accordance with the provisions of the Freedom of Information Act.

Requests are to be sent in writing to Annie Wiles, Chief Executive Officer

The Diocese of Canterbury Academies Trust
Diocesan House
Lady Wootton's Green
Canterbury
CT1 1NQ

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

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only, hard copy and website		
Academy Funding Agreement – a link to the document on the Department for Education’s website	http://www.education.gov.uk/schools/performance/index.html	
Academy Order (if applicable)	Trust Website	0
Academy/School staff and structure – names of key personnel	Academy and Trust Websites	0
Local Governing Body – names and contact details of the governors and the basis of their appointment	Academy Website	0
Academy/School session times, term dates and holidays	Academy Website	0
Location and contact information – address, telephone number and website	Academy and Trust Websites	0
Contact details for the Headteacher and the Local Governing Body	Academy Website	0
Prospectus	Academy Website	0
Session times and term dates	Academy Website	0
GCSE results (where applicable) – a link to the data on the Department for Education’s website	Academy Website (where applicable)	0

Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it</p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>This should be a minimum of current and the previous two financial years (Accounts that have been filed with the Charity Commission and Companies House).</p>		
Annual budget plan and financial statements	Hardcopy via Academy Office.	
Capital funding – details of capital funding allocated to the Academy/School along with information on related building projects and other capital projects	Hardcopy via Academy Office.	
Additional funding – Income generation schemes and other sources of funding.	Hardcopy via Academy Office.	
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.	Hardcopy via Academy Office.	
Staffing and grading structure	Hardcopy via Academy Office.	
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Trust Website	
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Trust Website	

Information to be published	How the information can be obtained	Charge
<p style="text-align: center;">What our priorities are and how we are doing</p> <p style="text-align: center;">(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p style="text-align: center;">Current information should be published (hard copy and/or website)</p>		
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	<p>Link to Ofsted via Academy website</p>	
<p>Performance management information</p>	<p>Hardcopy via Main Office.</p>	
<p>Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	<p>Hardcopy via Main Office.</p>	
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>Hardcopy via Main Office.</p>	

Information to be published	How the information can be obtained	Charge
<p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy – arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Academy Website	
Local Governing Body meeting agendas, papers and Minutes – information that is properly considered to be private should be excluded.	Central folder held within Academy/School. May also be available on Academy/School website	

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Academy policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	<p>Academy Website</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Academy Website</p>	
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Records retention 	<p>Academy Website</p>	

Information to be published	How the information can be obtained	Charge
Destruction and archive policies Data Protection policies		
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff - details of vacancies should be included	Academy 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.	Academy 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	Hardcopy via Main Office.	
Disclosure logs	Hardcopy via Main Office.	
Asset register	Hardcopy via Main Office.	
Any information the Academy is currently legally required to hold in publicly available registers	Hardcopy via Main Office.	

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	Academy Website	
Out of school clubs	Academy Website	
Academy publications	Academy Website	
Services for which the Academy is entitled to recover a fee, together with those fees	Academy Website	
Leaflets, booklets and newsletters	Hardcopies on request and Academy Website	