

Freedom of Information Publication Scheme



Approved: 28 March 2018
Review date: March 2021
Responsible Officer: Chief Operating Officer

Vision and Ethos



The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- that a Christian ethos underpins and informs all that we do
- that the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- that through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- in the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- that the family of academies within the Trust, working together, will secure continuity and progression for all
- that there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- that, through its structures and work, the Trust can create and support effective Governance for all members
- that, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

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Where the word 'Trust' is used in this document it refers to Archway Learning Trust.

Where the word 'Governing Body' is used it refers to the Local Governing Body of an individual academy within the Trust.

Where appropriate the Local Governing Bodies of individual academies will publish details of the procedures and practices to implement Trust policies.

Related Policies and Procedures

- Data Protection and Freedom of Information

1. Policy Statement

- 1.1. Through this policy the Trustees aim to support the general values, mission, and aims of the Trust by making information about the Trust generally available to those with an interest in our work. The publication scheme under the Freedom of Information Act aims to make public, how we are trying to achieve the mission, aims and objectives of Archway Learning Trust.

2. Scope and Principles

- 2.1. The publication scheme commits Archway Learning 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.
- 2.2. 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 which is held by the Trust 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 the scheme.
 - To produce and publish 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.
 - To make this publication scheme available to public.
 - To publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable.

3. Classes of Information

- 3.1. The publication scheme lists the information which is currently published or which will be publishing in the future. This is organised into categories of information known as 'classes'. These are contained within pages 7-11 in this publication scheme. The classes of information that are published are organised into seven broad areas:

Class 1 - Who we are and what we do – Organisational information, locations and contacts, constitutional and legal governance.

Class 2 – What we spend and how we spend it – Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class 3 – What our priorities are and how we are doing – Strategy and performance information, plans, assessments, inspections and reviews.

Class 4 – How we make decisions – Policy proposals and decisions – Decision making processes, internal criteria and procedures and consultations.

Class 5 – Our policies and procedures – Current written protocols for delivering our functions and responsibilities.

Class 6 – List and registers – Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class 7 – The service we offer – Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

3.2. 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 2000, 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.

4. The method by which information published under the Publication Scheme will be made available

4.1. The Trust will indicate to the public what information is covered by the scheme and how it can be obtained.

4.2. Where it is within the capability of the 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 indicate how information can be obtained by other means and provide those means.

4.3. 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.

4.4. Obligations under disability and discrimination legislation and any other legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with the scheme.

5. Charges

5.1. The purpose of the 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 materials will be justified and transparent and kept to a minimum.

5.2. Material which is published and accessed on a website will be provided free of charge.

5.3. Charges may be made for information subject to a charging regime as specified in legislation.

5.4. Charges may be made for actual disbursements incurred such as:

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

- 5.5. Charges may also be made for information provided under this scheme where they are legally authorised and are justified in accordance with the published schedule or schedule of fees which is readily available to the public.
- 5.6. 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 either regulations made under section 11B of the Freedom of Information Act 2000 or other enactments.
- 5.7. 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 the provision of the information.

6. Written requests and contact details

- 6.1. Information held by the Trust 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 2000.

- 6.2. *Contact details:*

Archway Learning Trust, Aspley Lane, Nottingham NG8 5GY

T: 0115 929 7445 F: 0115 9426257 E: office@archwaytrust.uk.com

Trust and individual academy websites:

www.archwaytrust.co.uk

www.bluecoataspley.co.uk

www.bluecoatbeechdale.co.uk

www.bluecoatprimaryacademy.co.uk

www.bluecoatwollaton.co.uk

www.emmanuel.nottingham.sch.uk

www.bluecoatsscittalliance.uk.com

Class 1 – Who we are and what we do

Information to be published	How the information can be obtained	Charge
School Prospectus	Academies website (see page 6) <i>or</i> By request from the Academy offices	No charge
Parents' Handbook	Academies website (see page 6) <i>or</i> By request from the Academy offices	No charge
Governing bodies – current membership	Academies website (see page 6)	No charge
Articles of Association	Archway Learning Trust website (see page 6)	No charge
Academy staff and structure (Who's who)	Academies website (see page 6) More detailed: via Academy offices	No charge Schedule of Charges if hard copy
Location and contact information	Academies website (see page 6)	No charge
Academy* session times and terms dates	Academies website (see page 6) <i>* within the Parents' Handbook</i>	No charge
GCSE results	Via DfE website: www.education.gov.uk	No charge

Class 2 – Who we spend and how we spend it

Information to be published	How the information can be obtained	Charge
Academy funding agreement	Archway Learning Trust website (see page 6)	No charge
Annual report and financial statements	Archway Learning Trust website (see page 6)	No charge
Capital funding	Hard copy on request	Schedule of Charges
Additional funding	Hard copy on request	Schedule of Charges
Value for money statement	Archway Learning Trust website (see page 6)	Schedule of Charges
Procurement and project	Hard copy on request	Schedule of Charges
Staffing and grading structure (anonymised)	Hard copy on request	Schedule of Charges
Pay Policy	Hard copy on request	Schedule of Charges
Governors' Allowances Policy	Hard copy on request	Schedule of Charges

Class 3 – What our priorities are and how we are doing

Information to be published	How the information can be obtained	Charge
School profile <ul style="list-style-type: none"> • DfE supplied performance data • Ofsted report – summary and full report 	Hard copy on request Academies website (see page 6)	Schedule of Charges No charge
Performance Management Policy	Hard copy on request	Schedule of Charges
Academies Trust Improvement Plan	Hard copy on request	Schedule of Charges

Class 4 – How we make decisions *(current and previous three years as a minimum)*

Information to be published	How the information can be obtained	Charge
Admissions Policy	Academies website (see page 6)	No charge
Governing body meeting agendas, papers and minutes. <i>NB: this will exclude information that is properly considered to be private and confidential.</i>	Hard copy on request via the Clerk to the Governors	Schedule of Charges

Class 6 – Lists and Registers

Information to be published	How the information can be obtained	Charge
Curriculum circulars and statutory instruments	Hard copy on request	Schedule of Charges
Disclosure logs	Hard copy on request	Schedule of Charges
Asset register	Hard copy on request	Schedule of Charges
Any information the Trust is currently required to hold in publicly available form (<i>this does not include Attendance Register</i>)	Hard copy on request	Schedule of Charges

Class 7 – The service we offer (current information only)

Information to be published	How the information can be obtained	Charge
Extra-curricular activities, sports fixtures and publications including Academy Update etc	Hard copy on request	Schedule of Charges

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying / printing @ 3p per A4 sheet (black & white) Photocopying / printing @ 10p per A4 sheet (colour) Postage	Actual cost incurred
Statutory Fees		In accordance with the relevant legislation

