

Freedom of Information Publication Scheme

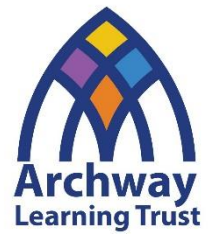


Approved: March 2021

Review date: March 2024

Responsible Officer: Director of Corporate Services

Trust Ethos, Mission, Vision and Values



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



Working together, transforming lives

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

Where the word 'Advisory Board' is used it refers to the Academy Advisory Board (AAB) of an individual academy within the Trust.

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

The term 'Trust Executive Leadership Team' (ELT) is comprised of the Chief Executive Officer, Director of Education, Regional Director, Chief Finance Officer, Director of Corporate Services, Director of Operations, and Director of People Strategy.

Where the word 'users' is used it refers to staff, future staff issued with ICT access and/or hardware, AAB members, volunteers and regular visitors.

Where the phrase 'Senior Leader' is used, this refers to the ELT, Principals, Headteachers or Business Services Director within the Trust.

Where the phrase 'Principal' is used, this also refers to Headteachers.

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, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the Trust 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 Freedom of Information Act section 19.

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.

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 Appendix 1 of 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 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 E: FOI@archwaytrust.uk.com

The Trust and Academy websites can be found here: www.archwaytrust.co.uk/our-family-2/

Appendix 1

Class 1 – Who we are and what we do

Information to be published	How the information can be obtained
Information about the Trust's legal and financial constitution	Trust website
Members & Trustees – names, contact details, declarations of interest and meeting attendance	Trust website
Academy Advisory Boards – names, contact details, declarations of interest and meeting attendance	Academies website
Academy staff and structure – names of key personnel	Academies website
Location and contact information – address, contact email, telephone number	Trust & Academies Website
School Prospectus (including curriculum information)	Academies website
Academy session times and terms dates	Academies website
Exams & assessments	Academies website

Class 2 – Who we spend and how we spend it

Information to be published	How the information can be obtained
Academy funding agreement	Trust website
Annual report and financial statements	Trust website
Capital funding - details of capital funding allocated to the academy along with information on related building projects and other capital projects	On request
Additional funding – income generation schemes and other sources of funding	On request
Value for money statement	Trust website
Procurement and contracts – detail of procedures used for acquisition of goods and services; details of contracts that have gone through formal tendering process	On request
Staffing and grading structure (anonymised)	On request
Pay Policy	On request
Governors' Allowances Policy	On request

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

Information to be published	How the information can be obtained
School profile <ul style="list-style-type: none"> • DfE supplied performance data • Ofsted report – summary and full report 	Academies website
Performance Management Policy	On request
Academies Trust Improvement Plan	On request

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

Information to be published	How the information can be obtained
Admissions Policy	Academies website
Information on application numbers and number of successful applicants by each oversubscription criteria	On request
Academy Advisory Board meeting agendas, papers and minutes. <i>NB: this will exclude information that is properly considered to be private and confidential.</i>	On request via the Clerk to the Trust Board clerk@archwaytrust.co.uk

Class 5 – Our policies and procedures

Information to be published	How the information can be obtained
Trust policies including: <ul style="list-style-type: none"> • Access for Education & Training Providers Policy • Accessibility Policy • Allowances Relating to Governance Policy • Anti-Bullying Policy • Assessment Policy • Attendance and Punctuality Policy • Behaviour Exclusions Policy • Careers Policy • Charging & Remissions Policy • Code of Conduct • Complaints Policy • CPL Policy • Curriculum Policy • Data Protection and Freedom of Information • Drugs Education Policy • Equality & Diversity Policy 	Trust website

<ul style="list-style-type: none"> • Extremism & Radicalisation Policy • Family Friendly Policy • Finance Policy • Flexible Working Policy • Health Safety & Security Policy • ICT Acceptable Use Policy • Inclusion & Disability Policy • Lettings Policy • Publication Scheme • RSHE Policy • Safeguarding Policy • Social Media Policy • Supporting Students with Medical Conditions • Sustainability Policy • Target Setting Policy • Wellbeing, Health & Benefits Policy • Whistleblowing Policy 	
<ul style="list-style-type: none"> • Appraisal Policy • Bullying & Harassment Policy • Disciplinary Policy • Grievance Policy • LGPS Discretions Policy • Management of Sickness Absence Policy • Pay Policy • Performance Management & Capability • Redundancies & Restructuring Policy • Special Leave of Absence policy 	On request
<p>Academy policies, plans and Statements of Practice</p> <ul style="list-style-type: none"> • Admission Arrangements / Policy • Accessibility Plan • Anti-bullying Statement of Practice • Attendance & Punctuality Statement of Practice • Behaviour Statement of Practice • Curriculum Statement of Practice • Feedback Statement of Practice • Mental health & wellbeing Statement of Practice • Mobile phones & electronic devices Statement of Practice • Phonics Statement of Practice (Primary only) • Safeguarding Statement of Practice • Religious Studies Teaching Statement of Practice (C of E Academies only) • Collective Worship Statement of Practice (C of E Academies only) 	Academies website
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Privacy Notices • Retention & Destruction Policy 	<p>Trust & Academies website</p> <p>On request</p>

Class 6 – Lists and Registers

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

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

Information to be published	How the information can be obtained
Extra-curricular activities	Academies website and on request
Leaflets, booklet and newsletters	Academies website

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