



Holy Trinity C of E Primary Academy

Vision Statement

At Holy Trinity CE Primary Academy, inspired by and rooted in Christian values and teaching, we nurture children to become aspirational, courageous, compassionate and joyful young people.

The values of our school: *Courage, Joy, Aspiration and Compassion*

POLICY DOCUMENT	Freedom of Information Act publication scheme
Status	Statutory
Legislation	Freedom of Information Act 2000
Lead Member of Staff	Headteacher
Lead Governor (Monitoring)	Jeremy Shatford
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Governor Committee	Policy & Curriculum
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Publication Date: Academy Website/ Staff information folder	Academy Website
Chair of Governing Body signature	
Supporting documents	

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1 Introduction

- 1.1 Holy Trinity C of E Primary Academy is committed to the Freedom of Information Act 2000 (FOIA) and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing requests.
- 1.2 Holy Trinity CE Primary Academy has produced a Publication Scheme of information that is available under the Freedom of Information Act 2000 and it conforms to the model scheme for schools and academies approved by the Information Commissioner.

2 Background

- 2.1 The FOIA gives the public the right of access to information held by public authorities and requires public authorities to make this information available. The intention of the Act is to increase visibility into the work of public bodies, to ensure that policymaking processes are fair, democratic and open.
- 2.2 Academies, by virtue of the Academies Act 2010, are subject to the FOIA. Under the Act, any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.
- 2.3 The information which the school routinely makes available to the public is included in the Publication Scheme. Requests for other information will be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive so there are exemptions to protect this information.
- 2.4 The FOIA requires all public authorities to produce a publication scheme that specifies the classes of information which the public authority publishes or intends to publish. To comply with the FOIA, the publication scheme sets out:
 - The scheme commits an authority:

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

3 Classes of Information

3.1 The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website www.holy-trinity.co.uk and is categorised in 'Classes' as outlined later in this Scheme.

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, or is otherwise properly considered to be protected from disclosure. This includes information protected by the Data Protection Act
- 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 Obligations and Duties

4.1 Holy Trinity C of E Primary Academy recognises its duty to

- Provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information, and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act.
- Tell enquirers whether or not we hold the information they are requesting, and provide access to the information we hold in accordance with the procedures laid down

4.2 The Governing body delegates the day-to-day responsibility for compliance with the FOIA to the headteacher.

5 Requests for information

5.1 Information that is not published under the scheme can be requested by e-mail, letter or fax. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

5.2 Contact details:

Headteacher: **Mrs Mercedes Henning**
Admin officer: **Mrs Caron Yates**

Phone: 01380 813796
Fax: 01380 813796

Address: E mail: admin@holytrinity.wilts.sch.uk
Holy Trinity CE Primary Academy
Chitham Close
Great Cheverell
Devizes
Wiltshire
SN10 5TL

5.3 Please make the subject of your request "**Publication Scheme Request**".

6 Charging

6.1 We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450.

6.2 The Governing body agrees that Holy Trinity C of E Primary Academy may respond to most requests free of charge. Where significant costs are to be incurred The Governing Body reserves the right to charge a fee for complying with requests for information under FOIA. The fees will be calculated according to FOIA regulations, and the person notified of the charge before information is supplied.

7 Complaints

7.1 Any comments or complaints will be dealt with through the school's normal complaints procedure. If on investigation the school's original decision is upheld, the complainant will be informed of their right to appeal to the Information Commissioner's office.

7.2 Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

FOI/EIR Complaints Resolution
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

8 Appendix 1 Guide to the information available from Holy Trinity CE Primary Academy under the publication scheme.

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 1 – Who we are and what we do Organisational information, structures, locations and contacts This will be current information only		
Who's who on the Academy Board of Governors and the basis of their appointment	Academy Website	No charge
Memorandum and Articles	Academy website	No charge
Contact details for the headteacher and for the Governing Body	Academy Website –	No charge
Staffing structure	Website	No charge
Academy session times and term dates	Website	No charge
Class 2– What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual budget plan and financial statements	Hard copy	No charge
Capitalised funding	Hard copy	No charge
Procurement and projects	Hard copy	No charge
Pay policy	Hard copy	No charge
Staffing and grading structure	Hard copy	No charge
Governors' Allowances	Hard Copy	No charge
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Government supplied performance data	Hard Copy	See charges
Latest Ofsted report	Website	No Charge
Academy Improvement Plan	Hard copy	See charges
Performance management policy and procedures adopted by the Governing Body	Hard copy	See charges
Safeguarding Policies & Procedures	Hard Copy	See charges
Class 4: How we make decisions (Decision making processes and records of decisions)		
Admissions policy/decisions (not individual admissions decisions)	Website	No charge
Agendas of meetings of the Governing Body	Hard copy	See charges
Committee Terms of Reference	Hard copy	See charges
Summary of minutes of FGB meetings – this will exclude information classified as 'Confidential'	Hard Copy	No charge
Class 5: Trinity Academy policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Academy policies and procedures listed on the website	Website	No Charge
Other Academy policies and procedures.	Hard copy or email by request.	See charges

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 6: Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	See charges
Disclosure logs	Hard copy	See charges
Asset register	Hard copy	See charges
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE ATTENDANCE REGISTERS)	Hard copy	See charges
Curriculum circulars and statutory instruments	Hard copy	See charges
Disclosure logs	Hard copy	See charges
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 and out of school clubs	Website	No charge
School publications	Website	No charge
Services for which the academy is entitled to recover a fee, together with those fees	Hard copy	See charges

9 Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing at 5p per sheet (black & white)	Actual cost
	Photocopying/printing at 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard second class
	E-mail copies	No Charge
Statutory Fee		In accordance with the relevant legislation

10 Document History

Date	Description