



Freedom of Information Scheme 2020/21

Signed

Tim Bridger

Chair of the Board of Directors

Date approved:	01.09.2020
Approved by:	Board of Directors
Version:	2.1
Date for Review	September 2021

Version History

Version	Date Issued	Brief Summary of Change	Owners Name
0.1	02.10.2018	New Policy	Wendy Ainscough
1.1	10.12.2019	Scheme Updated	Wendy Ainscough
2.1	01.09.2020	Annual Review	Wendy Ainscough

Publication Scheme of information available under the Freedom of Information Act 2000

The Board of Directors is responsible for maintenance of this scheme.

Introduction: what a publication scheme is and why it has been developed

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.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you on request.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Aims and Objectives

The Trust aims to:

- develop open and secure relationships which promote good communication and a shared understanding
- engage and challenge the whole child by developing a range of skills and abilities through a curriculum that offers a wide variety of experience
- develop a positive and strong work ethic to learning and encourage each individual to reach their full potential
- insist on high standards of behaviour and polite conduct respecting the needs of others
- promote individuals to take responsibility for their actions and to be aware that they are stewards of their environment
- provide a well-resourced and orderly learning environment where high standards of work and presentation are seen as models of excellence
- develop committed school communities which use their full potential to work as a team for the common good in a supportive and positive manner.

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

Categories of information published

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.

The classes of information that we undertake to make available are organised into four broad topic areas:

- *Trust and School Prospectuses* – information published in the school prospectus.
- *Trust and School Profile and other information relating to the Board of Directors and Local School Committees* – information published in the Schools Profiles and in other Governance documents.
- *Pupils & Curriculum* – information about policies that relate to pupils and the schools curriculums.
- *Trust and School Policies and other information related to the school* - information about policies that relate to the Trust and Schools in general.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter. Contact details are set out below, or you can visit our website at www.alumnismat.org.

Email: alumnisoffice@alumnismat.org

Tel: **01237 879382**

Contact Address: **Alumnis Multi-Academy Trust**
Studio P
Caddsdow Business Support Centre
Bideford
Devon
EX39 3BE

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

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the Trust to ask if we have it.

Paying for information

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.

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 any cost before fulfilling your request. Where there is a charge this will be indicated in the publication table.

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 11p per sheet (colour)	Actual cost
	Postage (based on weight) Up to 100g 79p 101-250g £1.26 251-500g £1.64 501-750g £2.22	Actual cost of Royal Mail standard 2nd class
Other		

* the actual cost incurred by the Trust.

Feedback and Complaints

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 Headteacher.

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 that deals with formal complaints. They can be contacted at:

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

or

Enquiry/Information Line: 01625 545 745

Email: please use the online enquiry form on their website.

Website : www.ico.gov.uk

Information to be published	How the information can be obtained	Cost
Class 1 Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i>		
Who's who in the school	School Website	Free
Who's who on the Local Schools Committee/ Board of Directors and the basis of their appointment	School / Trust Website	Free
Articles of Association	Trust website	Free
Contact details for the Head teacher and for the Local Schools Committee, via the school (named contacts where possible).	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free
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) <i>Current and previous financial year as a minimum</i>		
Annual budget plan and financial statements	Trust Website	Free
Capital funding	Trust Website	Free
Financial audit reports	Trust Website	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Trust Website	Free
Procurement and contracts the school has entered into, or information relating to /	Hard copy	10p per sheet

a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).		
Pay Policy	Hard copy	10p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Trust Website	Free
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	10p per sheet
Directors allowances that can be incurred or claimed, and a record of total payments made to individual Directors.	Trust Website	Free
Class 3 What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information as a minimum</i>		
School profile Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	Website Website	Free Free
The latest Ofsted / SIAMS Report - Summary - Full report	Website	Free
Post-inspection action plan	Hard copy	10p per sheet
Performance management policy and procedures adopted by the Board of Directors.	Hard copy	10p per sheet
Performance data or a direct link to it	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website	Free

Safeguarding and child protection	Website	Free
Class 4 How we make decisions (Decision making processes and records of decisions) <i>Current and previous three years as a minimum</i>		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	Free
Agendas and minutes of meetings of the Board of Directors / Local Schools Committee. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy	Free
Class 5 Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only.</i>		
Records management and personal data policies, including: Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies)	Website	Free
Statutory Policies Accessibility Plans Admissions Policy Attendance Policy Behaviour Policy Child Protection & Safeguarding Policy Complaints Procedure Equality & Diversity Policy Health and Safety Policy Pupil Discipline Policy Relationships and Sex Education Policy SEND Policy	Website and / or hard copy Website and / or hard copy Website and / or hard copy Website and / or hard copy Website and / or hard copy Website and / or hard copy Website and / or hard copy Website and / or hard copy Website and / or hard copy Website and / or hard copy Website and / or hard copy Website and / or hard copy	Website – Free Hard copy 10p / Sheet

Supporting Pupils at School with Medical Conditions Policy Whistleblowing Policy	Website and / or hard copy Website and / or hard copy	
Charging regimes and policies.	Website and / or hard copy	Website – Free Hard copy 10p / Sheet
Class 6 Lists and Registers <i>Currently maintained lists and registers only (this does not include the attendance register).</i>		
Curriculum circulars and statutory instruments	Hard copy	10p per sheet
Disclosure logs	Hard copy (some information may only be available by inspection)	10p per sheet
Asset register	Hard copy	10p per sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy	10p per sheet
Class 7 The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Extra-curricular activities	Website Hard Copy	Free 10p per sheet
Out of school clubs	Website Hard Copy	Free 10p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	10p per sheet
School publications, leaflets, books and newsletters	Website Hard Copy	Free 10p per sheet
Additional Information		