

## Freedom of Information Scheme 2021/22

Signed

*Tim Bridger*

Chair of the Board of Directors

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|-----------------|--------------------|
| Date approved:  | 07.09.2021         |
| Approved by:    | Board of Directors |
| Version:        | 3.1                |
| Date for Review | September 2022     |

### 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 |
| 3.1     | 07.09.2021  | Wendy Ainscough         | Annual Review   |

## **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](http://www.alumnismat.org).

Email: [alumnisoffice@alumnismat.org](mailto: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  |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying/printing @ 10p per sheet (black & white)   | <b>Actual cost *</b>   |
|                          | Photocopying/printing @ 11p per sheet (colour)  | <b>Actual cost</b>   |
|                          | Postage (based on weight)<br>Up to 100g 79p<br>101-250g £1.26<br>251-500g £1.64<br>501-750g £2.22 | <b>Actual cost of Royal Mail standard 2<sup>nd</sup> class</b> |
| <b>Other</b>             |   |  |

\* 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](http://www.ico.gov.uk)

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| Information to be published  | How the information can be obtained | Cost        |
|--|-------------------------------------|-------------|
| <b>Class 1</b><br><b>Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><i>This will be current information only</i>   |                                     |             |
| Who's who in the school  | Available on request                | <b>Free</b> |
| Who's who on the Local Schools Committee/ Board of Directors and the basis of their appointment  | School / Trust Website              | <b>Free</b> |
| Articles of Association  | Trust website                       | <b>Free</b> |
| Contact details for the Head teacher and for the Local Schools Committee, via the school (named contacts where possible).  | Website                             | <b>Free</b> |
| Staffing structure   | Website                             | <b>Free</b> |
| School session times and term dates  | Website                             | <b>Free</b> |
| Address of school and contact details, including email address.  | Website                             | <b>Free</b> |
| <b>Class 2</b><br><b>What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><i>Current and previous financial year as a minimum</i> |                                     |             |
| Annual budget plan and financial statements  | Trust Website                       | <b>Free</b> |
| Capital funding  | Trust Website                       | <b>Free</b> |
| Financial audit reports  | Trust Website                       | <b>Free</b> |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.  | Trust Website                       | <b>Free</b> |

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| Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).                                 | Hard copy          | 10p per sheet |
| 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          |
| <b>Class 3</b><br><b>What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br><i>Current information as a minimum</i>  |                    |               |
| School profile<br>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data  | Website<br>Website | Free<br>Free  |
| The latest Ofsted / SIAMS Report<br>- Summary<br>- 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          |

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

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