

Future Schools Trust

Freedom of Information Publication Access Policy

Introduction

The Freedom of Information Act came into force fully on January 1 2005. This Act gives any person the right to ask a school for access to information which it holds. The aim of the FOIA is to promote a culture of openness and accountability amongst public sector bodies.

The Act enables people to access information which does not fall either under the Data Protection Act or the Environmental Information Regulations 2004. (The Data Protection Act enables individuals to access information about themselves and the Environmental Information Regulations enables people to access information about the environment)

The publication scheme covers information already published and information that is to be published in the future.

Section 1: Information Held

The following tables set out the information and records that are produced and kept by the trust for each school. A number of policies are trust policies that apply to every school managed by Future Schools Trust. In addition to the trust policies there are a number of policies that are school specific due to the individual characteristics of the school. Much of this information is available to parents via the trust website or on request from the clerk to the governors. The information falls into four broad categories:

School Prospectus
Governors' Documents
Trust/School Records and Policies
Other Information

1.1 School Prospectus

Class	Description
School Prospectus **	<p>The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion);</p> <ul style="list-style-type: none">• The name, address and telephone number of the school and type of school• The name of the principal and the chair of governors

	<ul style="list-style-type: none"> • Admissions arrangements • Information of the school policy on admissions • A statement of the school's ethos and values • information on the school's policy for providing for pupils with special educational needs • assessment results for appropriate key stages, with national summary figures • the destination of school leavers *
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1.2 Information relating to the governing body

Class	Description
Instrument of Governance	<ul style="list-style-type: none"> • The name of the trust and schools that it runs • Details of the trust • The category of each school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • The date the instrument takes effect
Minutes of meetings of the governing body and its committees *	Agreed minutes of the governing body and its committees (current and last full academic school year)

1.3 Pupils & Curriculum Policies – this section gives access to information about policies that relate to pupils and the school curriculum

Class	Description
Additional Educational Needs and Inclusion Policy**	Information on the school's policy on providing for pupils with additional educational needs
Attendance Policy	Information on the expectations for attendance at school
Behaviour Policy **	Statement of general principles on behaviour and discipline and of measures taken by the Principal to prevent bullying
Child Safeguarding policy **	Statement of policy regarding the safeguarding and promoting welfare of pupils at school
Curriculum Map	Outline of the curriculum offered in the school
Home – school agreement **	Statement of the school's aims and values, the schools responsibilities, the parental responsibilities and the school's expectations of it's pupils for example behavior in classes and

	around the school; homework arrangements
Equality and Diversity Scheme (incorporating how the school deals with prejudice-related discrimination)	Statement of measures the school has taken and intends to take to ensure equal access and opportunities for all and to ensure that discrimination – including prejudice-related discrimination - does not occur
Sex Education Policy**	Statement of policy with regard to sex and relationships education

1.4 Policies and other information related to the school –this section gives access to information about policies that relate to the trust/ school in general

Class	Description
Published reports of Ofsted referring expressly to the school**	Published reports of the last inspection of the school and the summary of the report
Charging and remissions policy**	A statement of the school’s policy with respect to charges and remissions for any optional extra or board or lodging for which charges are permitted, for example school publications, music tuition, trips
Complaints procedure	Statement of procedures for dealing with complaints
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Dfe to the Principal or governing body relating to the curriculum
School session times and term dates	Details of school session dates and holidays
Health & Safety Policy and risk assessment	Statement of general policy with respect to health & safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Principal on the effectiveness of the appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Annex A – other documents	Annex A provides a list of other documents that are held by the school and are available on request

*Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this information

**Information available on our website at www.futureschoolstrust.com

Section 2: The Trust/School’s Responsibility

- 2.1 Schools are under a duty to provide advice and assistance to anyone requesting information and the enquirer is entitled to be told whether or not the school holds the information (except where certain exemptions apply)
- 2.2 Once the request for information is in writing, the school has 20 school days in which to reply
- 2.3 Where the information requested contains personal details of a third party, these must be removed in line with the Data Protection Act before a reply is sent

Section 3: Requests for Information

- 3.1 Requests for information must be made in writing enclosing a name and correspondence address. A request for information can be made by letter or e-mail, but must give a clear indication of the information which is being sought
- 3.2 The request for information can be made to the Clerk to the Governing Body c/o Cornwallis Academy, Hubbards Lane, Maidstone, Kent ME17 4HX
- 3.3 If the information requested is already held by another body, the school is within its rights to refuse the request, but will direct the enquirer to the appropriate source

Section 4: Responding to Requests

In line with The Freedom of Information (Appropriate Limit and Fees) Regulations the school will charge as follows:

- The first 18 hours collating information is free
- There will be a charge of 10 pence per sheet for anything copied plus postage;
- There will be a charge of £25 per hour if someone wants to come in and look at records, in a supervised environment;
- The trust/school will not proceed with any freedom of Information request beyond 18 hours as defined by the appropriate limit.

4.1 The trust/ school's response will be as follows:

- An acknowledgement letter /e-mail will be sent confirming whether or not the information requested is held by the trust/ school and can be disclosed (see exemptions)
- The acknowledgement letter will indicate the fee to be charged (postage, photocopying and staff-time)
- The twenty-day response time will operate from the point at which payment is **received** by the school
- The information requested will be provided in the form requested where this is "reasonably practical"

Section 5: Exemptions

5.1 There are four reasons for not responding to a request for information:

- the information is not held
- the cost threshold is reached
- the request is vexatious or repeated
- one or more exemptions apply

5.2 For the purposes of Freedom of Information, exemptions are as follows:

Absolute exemptions

- **the information is accessible by other means ie it already exists as part of a published policy or is provided by another body**
- **personal information** (this is covered by the Data Protection Act)
- **environmental information** (this is covered by the Environmental Information Regulations 1992)
- **information provided in confidence**
- **information prohibited from disclosure** (this is where the disclosure of information would be in breach of a court order or it would constitute a contempt of court)
- **information which deals with security matters**

Principal Qualified exemptions (the school will apply a public interest test in order to determine whether to confirm or deny that the information exists, or whether the information should be disclosed)

- **information intended for future publication** (ie it will be published at a particular point or is published annually)
- **investigations and proceedings conducted by public authorities** (information is exempt if it has at any time been held by the school for the purposes of criminal investigations or proceedings, such as determining whether a charged person is guilty, or investigations which may lead to a decision to institute criminal proceedings. The duty to confirm or deny does not apply to such information)
- **law enforcement:** information may be exempt if it is likely to prejudice:
 - the prevention and detection of crimes
 - the prosecution of offenders
 - the exercise of decisions relating to regulatory action
 - any civil proceedings brought by, or on behalf of the school
- **communications with the Queen**
- **health and safety** (where disclosure of information would or would be likely to affect the physical or mental well-being of any individual)
- **legal professional privilege** (any advice given by legal advisers, solicitors and barristers)
- **commercial interests** (information is exempt if it constitutes a trade secret or would be likely to prejudice the commercial interests of any person or body (including the school))

- **threshold fee** – where the estimated cost of complying with the request exceeds the threshold set (£450)

Section 6: Key Personnel

- 6.1** The Principal has day to day responsibility for deciding whether a request is in line with the Freedom of Information Act and will delegate the collation of information appropriately
- 6.2** The governing body will deal with any complaints which arise from the implementation of the policy

Section 7: Complaints

- 7.1** Any complaint will be handled initially through the school's own internal procedures. In the first instance, the complaint should be made in writing to the Principal.
- 7.2** If the complaint cannot be resolved by the Principal, it can be referred to the chair of governors. Correspondence should be sent to the Chair of Governors c/o Cornwallis Academy.
- 7.3** Following this, if the complaint remains unresolved, there is a right of appeal to an Information Commissioner and subsequently to an Information Tribunal

Annex A – Further documents held by the trust/school

Trust/ School Policies and documents

Accessibility Plan
Anti bullying
Attendance register
Educational visits
Data protection and confidentiality
Drug, Alcohol and substance abuse
E- Safety
First Aid and administration of medicines
Options booklets
Work related learning
Physical Intervention (positive handling)
Post 16 admissions/ progression

Trust Personnel Policies

Allegations of abuse against staff
Annual leave
Capability
Disclosure and barring service
Electronic communication
Flexible working
Gifts and Hospitality
Grievance
Induction
Maternity
Minibus driving
On line social networking
Premises management
Probationary
Recruitment and selection
Redundancy and redeployment
Reporting and investigation of Fraud
Sickness and absence procedure
Stress Risk assessment procedure
Welfare at work
Whistleblowing

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Date: March 2014