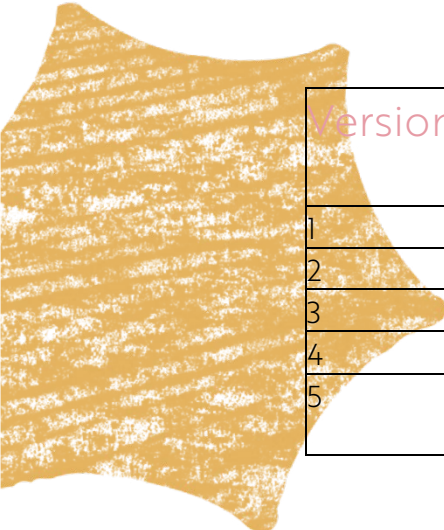**Connect Academy Trust**

Freedom of Information Policy

**Approved by the Executive Leadership Team of
Connect Academy Trust, September 2023**

Version	Date	Detail
1	7/9/16	Newly created policy
2	20/4/17	New policy adopted from Enquire Learning Trust.
3	20/4/2018	Amended access due to GDPR
4	12/03/2020	No change
5	September 2023	Change from providing hard to electronic copy of documents.

For Next Review and Approval by Executive Leadership Team of Connect Academy Trust, September 2026

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Freedom of Information Policy

Introduction

Connect Academy Trust (The Trust) and its member schools are responsible for maintenance of this scheme.

1. **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, including all maintained schools, 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 relevant information which is to be published in the future. Information in our publication scheme is available on our website for you to download and print off or on request from the school reception.

    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.

2. **Aims and Objectives**

    Connect Academy Trust believe that:

    *   All learners can be powerful learners given access to good learning experiences.
    *   We want children and the Schools they attend to be confident, successful and ambitious
    *   This publication scheme is a means of showing how we are pursuing these aims.

3. **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.

4.   Classes of Information

4.1   <u>Who We Are and What We Do</u> - organisational information, locations and contacts, constitutional and legal governance.

4.2   <u>What We Spend and How We Spend It</u> - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

4.3   <u>What Our Priorities Are and How We Are Doing</u>- strategy and performance information, plans, assessments, inspections and reviews.

4.4   <u>How we make decisions</u> - policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

4.5   <u>Our Policies and Procedures</u> - current written protocols for delivering our functions and responsibilities.

4.6   <u>Lists and Registers</u> - information held in registers required by law and other lists and registers relating to the functions of the Trust.

4.7   <u>The Services We Offer</u>- advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

       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.
- 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.

5.   How to Request Information

       If you require a paper version of any of the documents within the scheme, please contact the Trust by telephone, e-mail or letter. Contact details are set out below or you can visit our website at:

       https://www.connectacademytrust.co.uk/

       Contact address:

       Connect Academy Trust
       Leigham Primary School
       Cockington Close
       Leigham
       Plymouth

PL6 8RF

Telephone: 01752 790990

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

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the Trust to ask if we have it.

Details of how to contact the Trust are published on the website.

6.   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.
Single copies of information covered by this publication are provided free unless stated otherwise in section 8. 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 the cost before fulfilling your request. Where there is a charge, the price will be quoted on application.

7.   Guide To Information Available From Connect Academy Trust Under The Model Publication Scheme

Information To Be Published	How The Information Can Be Obtained
Class 1 - Who We Are and What We Do (organisational information, structures, locations and contacts)	
Who's who in the Trust/school	Website
Who's who on the Governing Body and the basis of their appointment	Website
Contact details for the CEO, Board Members, Headteacher and Governing Body (named contacts where possible with telephone number and email address (if used)	Website
School Prospectus	Website
Staffing structure	Electronic copy

School session times and term dates	Website
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)	
Current and previous financial year as a minimum	Website
Annual budget plan and financial statements	Electronic copy
Capitalised funding	Electronic copy
Additional funding	Electronic copy
Procurement and projects	Electronic copy
Pay Policy	Electronic copy
Staffing structure	Electronic copy
Governor allowances	Website
Class 3 – What Our Priorities Are and How We Are Doing (strategies and plans, performance indicators, audits, inspections and reviews)	
Individual school profile Government supplied performance data for individual Academies Latest Ofsted report - summary - full report	Website Website
Performance Management Policy and Procedures adopted the MAT Board	Electronic copy
Academy development plans	Electronic copy
Class 4 – How We Make Decisions (decision making processes and records of decisions)	
Trust structure	Website
Scheme of Delegation	Website
Admissions policy/decisions (not individual admissions decisions)	Website
Agendas of Board meetings, Local Governing Body meetings and (if held) its sub-committees.	Electronic copy

Minutes of meetings (as above), nb. this will exclude information that is properly regarded as private to the meetings.	
Class 5 – Our Policies and Procedures (current written protocols, policies and procedures for delivering our services and responsibilities)	
School policies including: - Charging and Remissions Policy - Health and Safety Policy - Compliments, Comments, Concerns & Complaints procedure - Staff conduct Policy (disciplinary) - Disciplinary and Grievance Policies - Staffing structure implementation plan - Freedom on Information Policy - Equality and Diversity (including Equal Opportunities and Race Equality) Policies - Recruitment and Selection Policy	Website/Electronic copy
Pupil and Curriculum policies, including: - Home-School Agreement - Curriculum - Sex Education - Special Educational Needs - Accessibility - Collective Worship - Behaviour Policy	Website/Electronic copy
Record Management and Data Policies, including: - Information security policies - Records retention destruction and archive policies - Data protection (including information sharing policies)	Website/Electronic copy
Charging Regimes and Policies This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Website/Electronic copy
Class 6 – Lists and Registers Currently maintained lists and registers	

only	
Curriculum circulars and statutory instruments	Electronic copy and DfE website
Disclosure Logs	Electronic copy
Asset Register	Electronic copy
Any information the school is currently legally required to hold in publicly available registers *(this does not include the attendance register)*	Electronic copy
Class 7 – The Services We Offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Extra-curricular activities	Website
Out of school clubs	Website
School publications	Website
Services for which the school is entitled to recover a fee, together with those fees	Electronic copy
Leaflets, books and newsletters	Website/Electronic copy

8.   Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white) Photocopying/printing @ 25p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class * mail
Statutory Fee		In accordance with the relevant legislation

* The actual cost incurred by the public authority. This price will be stated in advance of completion of the request.

9.   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 Mr S Bellworthy CEO of Connect Academy Trust, Leigham Primary School, Cockington Close, Leigham, Plymouth
PL6 8RF.

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

First Contact Team,
Information Commissioner's Office,
Wycliffe House,
Water Lane
Wilmslow
SK9 5AF

or

Helpline: 0303 123 1113
e-mail: casework@ico.org.uk
website: www.ico.gov.uk