



Freedom of Information Policy

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Vale of Evesham School
a specialist school for cognition and learning - enabling inclusion in the community

Advance Trust, a Charity and Company limited by guarantee, registered in England and Wales Company number 08414933 whose registered office is at Vale of Evesham School, Four Pools Lane, Evesham, Worcs, WR11 1BN Telephone: (01386) 442753
enquiries@advancetrust.org www.advancetrust.org **Executive Principal: Mrs Liz Hayward**

Publication Scheme

1. Purpose of the Policy

The Publication Scheme commits Advance Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust.

2. Consultation process

This Publication Scheme is approved by the Information Commissioner.

3. Publication Scheme

This Scheme commits Advance Trust:

- To proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information that is held by the Trust and falls within the classifications below.
- To proactively publish, or otherwise make available as a matter of routine, information in line with statements contained within this Scheme.
- To produce and publish 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 Trust makes available under this scheme.
- To produce a schedule of fees charged for access to information which is made proactively available.
- To make this Publication Scheme available to the public.

Classes of Information

Class 1: Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

Class 2: What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class 3: What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

Class 4: How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations

Class 5: Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Class 6: Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the Trust.

Class 7: The Services we Offer

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.

The method by which information published under this scheme will be made available

Advance Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained. See Appendix 1.

Where it is within the capability of the Trust, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Trust will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Trust is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written Requests

Information held by the Trust that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act FOIA).

The Trust will reply to a written request under the FOIA within the legally prescribed limit of 20 working days, excluding non-school days. Where the 20th day to respond to a request is during a non-school day, the Trust will have up to 60 days to respond. The response time starts from the time the request is received. Where the Trust has asked the enquirer for more information in order to provide an answer, the 20 days start time begins when this further information has been received.

The request may be refused for the following reasons:

- the information is not held;
- the cost threshold is reached (£450);
- the request is considered vexatious or repeated;
- one or more of the exemptions apply

The Trust reserves the right to make a charge for providing a response. Where the Trust has notified the enquirer that a charge is to be made, the time period stops until payment is received and then continues again once payment has been received.

If you require a paper version of any information, or want to ask whether information is available please contact the Trust by telephone, email or letter. Contact details are set out below or you can visit the individual schools' websites at:

<http://www.kingfisher.worcs.sch.uk/>

<http://www.newbridgeschool.org/>

<http://www.riversideschool.co.uk/>

<http://www.valeofeveshamschool.org/>

or the Advance Trust website at: www.advancetrust.co.uk

Email to enquiries@advancetrust.org

By telephone to 01386 442753

In writing to:
Advance Trust
Beech Centre
Vale of Evesham School
Four Pools Lane
Evesham
Worcestershire
WR11 1BN

To help us process requests quickly, any correspondence should be clearly marked "Publication Scheme Request".

6. Monitoring and Evaluation

The policy will be promoted and implemented throughout the Trust. The Trustees will review this policy annually and assess its implementation and effectiveness by:

- Ensuring that all staff are aware of this policy
- Ensuring a log is kept of all written requests for information under this policy which is monitored by the Head of Business
- Ensuring that the Trust's websites are monitored for compliance twice a year and that a record is kept including notes of any amendments which is checked by the Head of Business

APPENDIX 1 Guide to Information available from Advance Trust under the Publication Scheme

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 This will be current information only		
Master Funding Agreement	Trust Website	No charge
Articles of Association	Trust Website	No charge
Academy Order	Website	No charge
School Staff and Structure - names of key personnel	Hardcopy	Chargeable
Trustees and Governors - names and contact details and the basis of their appointment	Hardcopy - via clerk to the Trustees	No charge
School session times and term dates	School Website	No charge
School location and contact information - address, telephone number and website	School Website	No charge
Contact details for the Head teacher	Hardcopy - via the Clerk to the Trustees	No charge
Annual Report	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 Current and previous year as a minimum		
Annual Accounts	Hard Copy	No charge
Capital Funding	Hard Copy	Chargeable
Financial Audit Reports	Hard Copy	Chargeable
Details of expenditure over £2,000	Hard Copy	Chargeable
Procurement and contracts the school has entered into	Hard Copy	Chargeable
Pay Policy	Trust Website	No charge
Staff allowances and expenses that can be incurred or claims	Hard Copy	Chargeable
Staffing, pay and grading structure	Hard Copy	Chargeable
Governors' allowances that can be incurred or claimed	Hard Copy	Chargeable
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING Strategies and plans, performance indicators, audits, inspections and reviews Current information		
School Profile: <ul style="list-style-type: none"> ● Government supplied performance data ● Latest Ofsted report - summary and full report ● Post-inspection action plan 	Hard copy Website Hard copy	Chargeable No charge Chargeable

Performance Management Policy and Procedures adopted by the Governing Body	Trust website	No charge
School's Future plans	Trust Website	No charge
Safeguarding and child protection	Trust Website	No charge
CLASS 4 – HOW WE MAKE DECISIONS Decision making processes and records of decisions Current and previous 3 years as a minimum		
Admissions Policy/Decisions (not for individuals)	School Website	No charge
Agendas and Minutes of meetings of the Governing Body and its' Committees	Hard copy	Chargeable
CLASS 5 – OUR POLICIES AND PROCEDURES Current written protocols, policies and procedures for delivery our services and responsibilities Current information only		
Charging and Remissions Policy	School Website	No charge
School Behaviour Policy	School Website	No charge
Sex Education Policy	Hard Copy	chargeable
SEN Information Report	School Website	No charge
Data Protection Policy	Trust Website	No charge
Health & Safety Policy	School Website	No charge
Admissions Policy/Arrangements	School Website	No charge
Accessibility Plan	Hard Copy	Chargeable
Central record of recruitment and vetting checks	In person	Chargeable
Complaints Procedure Statement/Policy	Trust and School Website	No charge
Freedom of Information Procedures	Hard Copy	Chargeable
Home-School Agreement Document	Hard Copy	No charge
Minutes of (& papers considered at) meetings of the Governing Board & Committees	Hard Copy	Chargeable
Premises Management Documents (i.e. Asbestos, fire safety & statutory testing)	Hard Copy	Chargeable
Equality Information and objectives statement for publication	School Website	No charge
Staff Discipline, Conduct and Grievance (procedures for addressing)	Trust Website	No charge
Child Protection Policy and Procedures (Safeguarding)	School Website	No charge
Early years foundation stage (EYFS) (Primary Schools Only)	Hard Copy	Chargeable
Provider access policy statement (Secondary Schools and Sixth Forms Only) (Yrs 8-13)	Hard Copy	Chargeable

Records Management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard Copy See IRMS document Trust Website	Chargeable No charge No charge
CLASS 6 – LISTS AND REGISTERS Currently maintained lists and registers only (does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard copy	Chargeable
Disclosure logs	Hard copy	Chargeable
Asset register	Hard copy	Chargeable
Any information the Trust is currently legally required to hold on publicly available registers	Hard copy	Chargeable
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	School Website/Newsletters	Chargeable for hard copy
Out-of-school Clubs	School Website	No charge
School Publications, leaflets and newsletters	School Website or Hard Copy	Chargeable for hard copy
Services for which the school is entitled to recover a fee	School website or hard copy	Chargeable for hard copy

Schedule of Charges

Types of Charges	Description	Basis of Charge
Disbursement Cost	Printing/photocopying charges: Black and white – 4p per copy Colour – 6p per copy Postage: 2 nd Class	Actual Charge
Statutory Fee		In accordance with the relevant legislation