

TITLE: Freedom of Information Publication Scheme	REF: GOV019	VERSION: V1
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LEAD PERSON: Clerk, ALET		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1. December 2018	Clerk/Policy Committee	Full Review

## Freedom of Information Publication Scheme on Information available under the Freedom of Information Act 2000.

Our mission is “to deliver excellence in education and to transform lives through learning”, bringing to life our core values of empowerment, enterprise, connectedness and transformation. We work hard to ignite confidence, expand opportunities, energise the community and generate prosperity.

These values are further supported by [our learning philosophy](#), rooted in the dynamics between the brain, motivation and our emotions.

This publication scheme is a means of showing how we are pursuing this mission.

### Policy Statement

This model publication scheme has been prepared and approved by the Information Commissioner. This commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information below, where this information is held by the authority.

### Contents

This scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classes below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the 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 authority makes available under the scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the

information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of the Act.

### **Classes of information**

The publication scheme guides you to information covered in the following classes.

#### **Who we are and what we do.**

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

#### **What we spend and how we spend it.**

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

#### **What our priorities are and how we are doing.**

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

#### **How we make decisions.**

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

#### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

#### **Lists and registers.**

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

#### **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 except 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.

#### **Classes of Information currently published**

<b>Class</b>	<b>Description</b>
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"><li>• The name, address and telephone number of the school, and the type of school.</li><li>• The names of the principal, Chair of governors.</li><li>• Information regarding the school's policy on admissions.</li><li>• A statement of the school's ethos and values.</li></ul>

	<ul style="list-style-type: none"> <li>• Details of any affiliations with a particular religion or religious denomination about the school's policy on providing for students with special educational needs.</li> <li>• Number of students on roll and rates of students' authorised and unauthorised absences.</li> <li>• National curriculum assessment results for appropriate key stages, with national summary figures.</li> <li>• The arrangements for visits to the school by prospective parents/guardians.</li> </ul>
Instruments and Articles of Government and related Governance documentation	<p>This section sets out the information published regarding the governing bodies.</p> <ul style="list-style-type: none"> <li>• The name and category of the School</li> <li>• The manner in which the governing body is constituted</li> <li>• The terms of office of each category of governor if less than four years.</li> <li>• The names of those entitled to appoint any category of governor.</li> <li>• Details of any Trust</li> <li>• If the school has religious character, a description of the ethos.</li> <li>• Names of governors</li> <li>• Declaration of business and pecuniary interests.</li> <li>• Attendance at meetings.</li> </ul>
Policies and related information	<p>This section sets out the information published regarding policies and other related documents.</p> <ul style="list-style-type: none"> <li>• School and Trust wide policies.</li> <li>• Home – school agreements</li> <li>• Accessibility Plans</li> <li>• Collective Worship – statements for the arrangements for the required daily act of collective worship.</li> <li>• Published reports from Ofsted relating expressly to the school.</li> <li>• Post Ofsted Inspection and Action Plan.</li> <li>• Session times and term dates</li> </ul>

**The Method by which information published under this scheme will be made available.**

**How to request information.**

Information is readily available on the school and trust websites and also available via a request under the Freedom of Information Act 2000 to [FOI@alet.org.uk](mailto:FOI@alet.org.uk)

To help process your request, please clearly mark any correspondence "Freedom of Information Request".

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

In some 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 an authority 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.

**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 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 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 making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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

**Monitoring and Evaluation**

The Trust Policy Committee will monitor the effectiveness of the Freedom of Information Publication Scheme.