

Freedom of Information Policy

Date Last Reviewed: July 2018
Reviewed by: CEO
Approved by:
Next Review Due: July 2020

Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme 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 mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The 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 classifications 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 this 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 that Act.

Classes of Information

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 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

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, 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, a public authority 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 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 by the authority 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.

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 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.

Written Requests

Information held by a public authority 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.

A Guide to information available from the Maltby Learning Trust and its academies, under the publication scheme.

Information to be published	How the information can be obtained
Who we are and what we do (Organisational information, structures, locations and contacts)	
Academy Master Funding Agreement and Supplemental Funding Agreements	Trust website (www.maltbylearningtrust.com)
Trust Memorandum and Articles of Association	Trust website (www.maltbylearningtrust.com)
School staff and structure – names of key personnel	Academy websites (can be accessed from www.maltbylearningtrust.com)
Board of Directors – names of Directors, the basis of their appointment and how to contact them	Trust website (www.maltbylearningtrust.com)
School session times, term dates and holidays	Academy websites (can be accessed from www.maltbylearningtrust.com)
Location and contact information – address, telephone number and website	Academy websites (can be accessed from www.maltbylearningtrust.com)

Information to be published	How the information can be obtained
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	
Annual budget plan and financial statements for the schools	Available from the Clerk to the Board
Annual return for the Trust	Trust website (www.maltbylearningtrust.com)
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Available from the Clerk to the Board
Additional funding – Income generation schemes and other sources of funding	Available from the Clerk to the Board
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Available from the Clerk to the Board
Staffing and grading structure	Available from the Clerk to the Board
Use of pupil premium	Academy websites (can be accessed from www.maltbylearningtrust.com)
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay	Available from the Clerk to the Board
Allowances and Expenses – Details of allowances and expenses that can be claimed or incurred.	Available from the Clerk to the Board

Information to be published	How the information can be obtained
What our prioritise are and how we are doing	
School profile <ul style="list-style-type: none"> Government supplied performance data Ofsted report 	Academy websites (can be accessed from www.maltbylearningtrust.com)
Trust Improvement Plan	Available from the Clerk to the Board
Appraisal Policy	Available from the Clerk to the Board
Trust's future plans	Available from the Clerk to the Board
Child protection – policies and procedures on safeguarding and promoting the welfare of children	Academy websites (can be accessed from www.maltbylearningtrust.com)

Information to be published	How the information can be obtained
How we make decisions (Decision making processes and records of decisions)	
Admissions policy – arrangements and procedures and right of appeal	Academy websites (can be accessed from www.maltbylearningtrust.com)
Board of Directors meeting Agendas, papers and minutes – information that is properly considered to be private will be excluded.	Available from the Clerk to the Board

Information to be published	How the information can be obtained
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Academy policies including: Admissions arrangements Attendance Policy Curriculum Policy Complaints Procedure Relationships and Sexual Health Policy Teaching and Learning Policy Fire Policy First Aid Policy Health and Safety Policy Accessibility Plan Anti-Bullying Strategy Behaviour Policy Child Protection Policy and Safeguarding Child Sexual Exploitation Policy Honour Based Violence Policy Looked after Children Policy Anti-Radicalisation Policy Supporting Pupils with Medical Conditions Attendance Policy Careers and IAEG Policy Uniform Policy	Academy websites (can be accessed from www.maltbylearningtrust.com)

Assessment Policy	
Trust Finance Policies including: MLT Charging and Remissions Policy MLT Fraud Policy MLT Gifts and Hospitality Policy MLT Investment Policy MLT Lettings Policy MLT Expenses Policy MLT Anti-Bribery Policy MLT Financial Regulations Policy MLT Cash Handling Policy MLT Scheme of Delegation	Available from the Clerk to the Board Trust Website (www.maltbylearningtrust.com)
Trust E-Safety Policies including: MLT Data Protection Policy MLT ICT Disaster Recovery Plan MLT Backup and Recovery Policy MLT CCTV Policy MLT E-Safety (Protecting Young People) Policy MLT Communications Policy (Safe use of ICT)	Available from the Clerk to the Board
Trust Staffing Policies including: MLT Pay Policy MLT Appraisal Policy MLT Whistleblowing Policy MLT Disciplinary and Dismissal Policy MLT Staff Competency Policy MLT Staff Dignity at Work Policy MLT Staff Grievances Policy MLT Appraisal Policy for Teachers MLT Pay Policy for Teachers	Available from the Clerk to the Board

Information to be published	How the information can be obtained
Lists and Registers	
Curriculum circulars and statutory instruments	Available on request from the Trust Academies
Disclosure logs	Available on request from the Trust Academies
Asset register	Available on request from the Trust registered office
Any information the Academy Trust is currently legally required to hold in publicly available registers.	Available on request from the Trust registered office

Information to be published	How the information can be obtained
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Extra-curricular activities	Academy websites (can be accessed from www.maltbylearningtrust.com

Out of school clubs	Academy websites (can be accessed from www.maltbylearningtrust.com)
School publications	Academy websites (can be accessed from www.maltbylearningtrust.com)
Services for which the Academy is entitled to recover a fee, together with those fees	Academy websites (can be accessed from www.maltbylearningtrust.com)
Leaflets, booklets and newsletters	Academy websites (can be accessed from www.maltbylearningtrust.com)