



Freedom of Information Policy

Introduction

One of the aims of the Freedom of Information Act 2000 (FIOA) is that public authorities, including schools, should be clear and proactive about information that is made public.

To do this the Trust Board will produce a Publication Scheme, which conforms to the Model Publication Scheme adopted by the local authority and approved by the Information Commissioner.

The Publication Scheme will set out:

- The classes of information which it publishes or intends to publish;
- The manner in which the information will be published;
- Whether the information is available free of charge or on payment;
- Procedures for making a request for information, and
- Procedures for making a complaint about the school's compliance with its obligations to provide information

The Data Protection Act requires that schools must keep private and confidential information about students and their families. This remains the case under the Freedom of Information Act and such information will not form part of the Publication Scheme

The Publication Scheme will cover information already published and information to be published in the future.

Publication Scheme

This is the Publication Scheme of Barnes Academy Trust. It sets out the classes of information that the academy publishes or intends to publish. It specifies the manner in which information is or is intended to be published. It also specifies whether or not the material is available free of charge.

This Publication Scheme is made under the Freedom of Information Act 2000 which places an obligation on the school to adopt and maintain such a scheme.

The Freedom of Information Act gives a general right of access to all types of recorded information held by the school, whether or not included in the publication scheme. It also sets out exemptions from that right and places a

number of obligations on schools. A person who makes a request to the school for information will be told whether the school holds that information and, subject to the exemptions, whether information will be supplied.

Individuals already have the right of access to information about themselves under the Data Protection Act. The Freedom of Information Act extends this right to allow public access to all types of information. The Data Protection Act also requires that the school must keep certain information private and confidential and such information is not the subject of this Publication Scheme.

The Freedom of Information Act and this Publication Scheme do not limit in any way the various other rights that members of the public have to information.

A range of general information about the school and its services is available on the school website which is regularly updated.

Layout of the Publication Scheme

Each class of information covered by the scheme is identified by a title followed by a definition of the information covered by the class.

In some cases particular information is excluded from the class, for example, because it is exempt under the Freedom of Information Act or other legislation.

It is anticipated that the classes may be widened and/or new classes may be added to the scheme from time to time.

Categories of information published

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, procurement, contracts and financial audit.

What our priorities are and how we are doing

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

How we make decisions

Decision making processes and records of decisions.

Our policies and procedures

Current written protocols for delivering our services and responsibilities.

Lists and registers

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

The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

Procedures for making requests

A request for information should be made in writing and addressed for the attention of the Headteacher.

The school will make reasonable efforts to provide the requested information. This will depend on availability.

Paper documents will be provided, where required, although there may be a charge for this (see fees below).

The school will respond to requests for information within set timescales.

Fees

Generally there will be no charge for requested information and information available from the websites is free of charge. For providing information where the costs of doing so exceed £2.00, the school will charge:

- 10p per sheet of photocopy, print out and printed covering letter, regardless of sheet size or colour copy
- the actual cost of postage
- £25 per hour for staff time if it is necessary for a member of staff to accompany somebody requesting to inspect records
- actual costs of translation into another language