

## Freedom of Information Policy

### **1. INTRODUCTION**

1.1 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 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;
- Whether the information is available free of charge or on payment.

1.2 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you on our websites to download and print off or available in paper form.

1.3 It should be noted that access to personal information is still governed under the Data Protection Act 2018 and the General Data Protection Regulations (EU/2016/679). Requests for such information will be governed in accordance with the requirements of this legislation and might not be divulged publicly.

1.4 The Trust is committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of receipt of the request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with public interest. Repeated or vexatious requests for information will be refused.

The Trust will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. The Trust reserves the right to reclaim (at cost) administration fees in line with guidance issued by the Information Commissioner:

[https://ico.org.uk/media/for-organisations/documents/1168/fees\\_cost\\_of\\_compliance\\_appropriate\\_limit.pdf](https://ico.org.uk/media/for-organisations/documents/1168/fees_cost_of_compliance_appropriate_limit.pdf)

1.5 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner (ICO). The Trust Board is responsible for the maintenance of this scheme. The ICO model scheme can be found here, the model scheme supersedes this scheme when amended:

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

### **2. CATEGORIES OF INFORMATION PULISHED**

2.1 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 5 of the scheme.

2.2 The classes of information that we undertake to make available are organised into four broad topic areas:

- (a) School Prospectus - information published in the school and Trust prospectus/web sites.
- (b) Governance Documents - Information about the school and its performance is reviewed by the Trust Board, committees of the Trust Board and Locality Committees.
- (c) Pupils and Curriculum - information about policies that relate to pupils and the school curriculum.
- (d) Policies and other information related to the school - information about policies that relate to the school in general.



### 3. HOW TO REQUEST INFORMATION

- 3.1 Many of the documents are available on our websites and links through to our member schools.
- 3.2 If you require a paper version of any of the documents within the scheme, please contact the Trust office or school by telephone or email. Contact details are available on our websites.

The Consortium Multi Academy Trust  
27 Norwich Road  
Halesworth  
Suffolk  
IP19 8BX  
Telephone: 01986 835670  
Email: [Businesssupport@consortiumacademy.org](mailto:Businesssupport@consortiumacademy.org)

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

3.4 If the information you’re looking for isn’t available via the scheme and isn’t on our website please contact the Trust office or school to ask if we have it.

### 4. PAYING FOR INFORMATION

- 4.1 Information published on our website is free to download, although you may incur costs from your internet provider.
- 4.2 If you don’t have internet access you can access our website from a local library or other public access provision.
- 4.3 Single copies of information covered by this publication are provided at a nominal charge to cover but not exceed the costs incurred by the Trust in dealing with your request. 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 other media formats we will let you know the cost before fulfilling your request the charge is to cover but not exceed the costs incurred by the Trust or school in dealing with your request.

### 5. CLASSES OF INFORMATION CURRENTLY PUBLISHED

- School and Trust prospectus (published as the web site)
- The statutory contents of the School and Trust prospectus/website are as follows, (other items may be included in the prospectus at the school’s discretion):
  - The name, address and telephone number of the school, and the type of school.
  - The names of the Trust Members/Trustees/CEO and Executive Team along with the Individual Academy Head and Locality Committee Chair for each member school.
  - Information on the Trust policy on admissions.
  - A statement of the Trust and school’s ethos and values.
  - Details of any affiliations with a particular religion or religious denomination. The religious education provided parents’ right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.
  - Information about the Trust and school’s policy on providing for pupils with special educational needs, the SEND Information Report.
  - Number of pupils on roll and rates of pupils’ attendance
  - National Curriculum assessment results for appropriate Key Stages, with national summary figures.
  - The arrangements for visits to the Trust and school by prospective parents.

- Governance Information
- The statutory contents of the governance published information are as follows (other items may be included at the Trust and school's discretion):
- Scheme of Delegation
- The name of the school.
- The category of the school.
- The name of the Locality Committee.
- The manner in which the Locality Committee is constituted.
- The term of office of each category of Locality committee member if less than 4 years.
- The name of anybody entitled to appoint any category of Locality committee member.
- Details of the Trust.
- If the school has a religious character, a description of the ethos.
- The date the Scheme of Delegation takes effect.
- Minutes of meeting of the Board of Trustees and its committees.
- Agreed minutes of meetings of the Locality committee (current and last full academic school year) unless there is a requirement that these are confidential.
- Pupils & Curriculum Policies - this section gives access to information about policies and statements that relate to pupils and the Trust and school curriculum.
- Curriculum: Teaching and Learning; Curriculum; Educational Visits & Remissions; Marking and Feedback
- Pupils: Administration of medicines; Intimate Care; Admissions; Anti Bullying; Attendance; Behaviour and Inclusion; Safeguarding; Single Equalities Scheme; School Uniform.
- Policies and other information related to the school
- Published reports of Ofsted, referring expressly to the school and Section 23. Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.
- Charging and Remissions Policy. A statement of the Trust and school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips.
- School session times and term dates
- Details of school session and dates of school terms and holidays
- Health and Safety Policy and risk assessments
- Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.
- Complaints procedure
- Statement of procedures for dealing with complaints.
- The policy adopted by the Trust Board relating to the performance management of staff
- Staff Conduct, Discipline and Grievance
- Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
- Curriculum circulars and statutory instruments
- Any statutory Instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Academy Head or Locality Committee relating to the curriculum.

## **6. FEEDBACK AND COMPLAINTS**

- 6.1 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 the Academy Head.
- 6.2 If you are not satisfied with the assistance that you get or if the Academy Head has been unable to resolve your issue please contact the CEO/Principal for further assistance by emailing [principal@consortiumacademy.org](mailto:principal@consortiumacademy.org)



6.3 If you are still 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:

Information Commissioner, Wycliffe House Water Lane, Wilmslow, Cheshire SK9 5AF.

Or Enquiry/Information Line: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## Document Control

### Changes History

Version	Date	Amended By	Details of Change
V2	04/09/2017	Principal/CEO	Scheduled review, tidying amendments only
V3	07/11/2018	Principal/CEO	Scheduled review, inclusion of reference to GDPR
V4	02/10/2019	Principal/CEO	Scheduled review, including update on governance structures
V5	24/09/2020	Principal/CEO	Scheduled review, links to the ICO model publication scheme and information on charges

### Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	04/09/2017
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	07/11/2018
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	02/10/2019
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	24/09/2020

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