



Freedom of Information Publication Scheme

Document Control Table			
Document Title		Freedom of Information Publication Scheme	
Author and Job Title		Mark Blackman CEO	
Version Number		V1	
Date Approved		16/10/2017	
Approved by		Board of Trustee's	
Date of Review		As required	
Document History			
Version	Date	Author	Note of Revisions
V1	08/09/2017	MB	

Contents

Document control table	1
Introduction	3
How to request information	4
Classes of information currently published	5
Feedback and complaints	8

Freedom of Information Publication Scheme

This scheme relates to information available from Southern Academy Trust under the Freedom of Information Act 2000. The Southern Academy Trust Board is responsible for maintaining this scheme.

1. Introduction: what a publication scheme is and why it has been developed.

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, including all maintained schools and academies, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect academies to provide in order to meet their commitments under the model publication scheme. 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; and
- Whether the information is available free of charge or on payment.

The ICO would expect academies to make the information in this document available unless:

- We do not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions, or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible; or
- It would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available to you on our website, to download and print off or available in paper form on request from the Academy.

Some information which we may hold may not be public, for example personal information.

This publications scheme confirms to the latest model scheme for Academies approved by the Information Commissioner.

We endeavour to make as much information as possible available online. If any of the information is not available on line, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The Trust does not charge for information that can be accessed from any of its websites. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do

charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

2. How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the Trust by email or letter. Contact details are set out below:

Email: admin@southernacademytrust.co.uk

Address: Trust Administrator
Southern Academy Trust
Shaftesbury School
Shaftesbury
Dorset
SP7 8ER

Websites: <http://sat.education/>
<http://shaftesburyschool.co.uk/>
<http://www.shaftesburyprimary.dorset.sch.uk/>
<http://www.motcombe.dorset.sch.uk/>
<http://www.fontmell.dorset.sch.uk/>

To help us process your request quickly, please clearly make any correspondence “Publication Scheme Request”.

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the Trust to ask if we have it.

3. Paying for information

Information published on our websites is free, although you may incur costs from your internet service provider. If you do not have Internet access, you can access our websites using a local library or an internet café.

Single copies of information covered by this publications scheme are provided free unless stated otherwise in section 4. 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 videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated in the Schedule of Charges box in the table in Section 4 below.

4. Classes of information currently published

Class 1 – who we are and what we do – current information only

	How it can be obtained	Schedule of charges
Instrument of Government A record of the name and category of the Academies and the name and constitution of its Trust Board	Hard copy – contact Trust Administrator	£charge
Trust Board The names and contact details of the Directors	Hard copy – contact Trust Administrator	Free
Individual Academy Session Times and term dates	Via Academy websites	Free
Location and contact information The address, telephone number and website for the individual academies with the names of key personnel	Via Academy websites	Free

Class 2 – What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit. **Current and previous two financial years as a minimum.**

	How it can be obtained	Schedule of charges
Trust Budget <ul style="list-style-type: none"> - Budget distributed by the DfE - Annual income and expenditure returns 	Hard copy- contact Trust Administrator Companies House	£charge
Capital funding and information on related building projects and other capital projects	Hard copy – contact Trust Administrator	£charge
Additional Funding Income generation and other sources of funding	Hard copy – contact Trust Administrator	£charge
Procurement and Contracts <ul style="list-style-type: none"> - Procedures for procuring goods and services - Details of contracts that have gone through a formal tendering process 	Hard copy – contact Trust Administrator	£charge
Staffing Structure	Hard copy – contact Trust Administrator	£charge
Governors/Trustees Allowances Allowances and expenses that can be claimed or incurred	Hard copy – contact Trust Administrator	£charge

Class 3 – What are our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews.) **Current information as a minimum:-**

	How it can be obtained	Schedule of charges
Academy Profile - Government supplied performance data - Latest Ofsted reports	Individual academy websites	Free
Performance Management Policy and procedures adopted by the Trust	Hard copy – contact Trust Administrator	£charge
Future Plans Any major proposals for the future of the Trust/Academies	Hard copy – contact Trust Administrator	£charge
Every Child Matters/Child Safeguarding Policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State	Hard copy – contact Trust Administrator	£charge

Class 4 – How we make decisions. Current and previous three years as a minimum:-

	How it can be obtained	Schedule of charges
Admissions policy/decisions Individual academy admissions arrangements and procedures, together with information about the right of appeal.	Individual academy websites	Free
Minutes of the Local Governing Bodies and the Trust Board Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting	Hard copy – contact Trust Administrator	£charge

Class 5 – Our policies and procedures. (Written protocols, policies and procedures for delivering our services and responsibilities.) **Current information only.**

	How it can be obtained	Schedule of charges
Trust Policies e.g. - Charging and remissions policy - Health and safety - Complaints procedure	Hard copy- contact Trust Administrator	£charge

Student and Curriculum Policies e.g. - Sex Education - SEND Policy - Student Discipline	Hard copy – contact Trust Administrator	£charge
Records management and personal data policies	Hard copy – contact Trust Administrator	£charge
Equality and diversity Policies, schemes, statements, procedures and guidelines relating to equal opportunities	Hard copy – contact Trust Administrator	£charge
Policies and procedures for the recruitment of staff	Hard copy – contact Trust Administrator	£charge
Charging regimes and policies	Hard copy – contact Trust Administrator	£charge

Class 6 – Lists and registers (Currently maintained list and registers only).

	How it can be obtained	Schedule of charges
Curriculum circulars and statutory instruments Statutory Instruments (for example Regulations)	Hard copy – contact Trust Administrator	£charge
Disclosure logs Logs of information provided in response to requests	Hard copy – contact Trust Administrator	£charge
Assets register	Hard copy – contact Trust Administrator	£charge
Any information the Trust is legally required to hold in publicly available registers. Not including attendance registers.	Hard copy – contact Trust Administrator	£charge
The services individual academy's offer e.g. - Extra-curricular activities - Academy publications	Depending on specific information: Individual Academy websites Hard copy – contact Trust Administrator	Free £charge

5. Feedback and complaints

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 address to the Trust Administrator, Southern Academy Trust or email admin@southernacademytrust.co.uk .

If you are 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.

Enquiry Information Line: 01625 545700

Email: publications@ic-foi.demon.co.uk

Website: www.ico.gov.uk