



## Freedom of Information Publication Scheme

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|-----------------------------|-------------------------|
| Policy first adopted:       | September 2021          |
| Adopted by Full Board:      | July 2023               |
| Date of Next Review:        | June 2025               |
| Reason for Review/Revision: | Statutory               |
| Publication Scheme          | Trust & School websites |
| Version                     | 03                      |
| Lead                        | CEO                     |



## 1. Aim of the publication scheme

The publication scheme covers the Trust's commitment on the following points:

- To publish proactively, or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information that is held by the Trust 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 Trust 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.

## 2. Legal framework

This policy has due regard to the following legislation:

- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

This policy also has due regard to guidance, including, but not limited to, the following:

- ICO 'Model publication scheme' 2016
- ICO 'Duty to provide advice and assistance (section 16)' 2016

This policy will be viewed in conjunction with the following other Trust policies:

- Data Protection Policy

## 3. Accepting requests for information

The Trust will only accept a request for information which meets all of the following criteria:

- It is in writing
- It states the name of the applicant and an address for correspondence
- It describes the information requested

A request will be treated as made in writing if it meets all of the following requirements:

- It is transmitted by electronic means
- It is received in legible form
- It is capable of being used for subsequent reference

The Trust will publish details of its procedures for dealing with requests for information on the website, which includes:

- A contact address and email address
- A telephone number
- A named individual to assist applicants with their requests



## **4. The Classes of Available Information**

### **4.1. Who the Trust is and what the Trust does**

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

### **4.2. What the Trust spends and how the Trust spends it**

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

### **4.3. What the Trust's priorities are and how the Trust is doing**

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

### **4.4. How the Trust makes decisions**

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

### **4.5. The Trust's policies and procedures**

Current written protocols for delivering our functions and responsibilities.

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

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

### **4.7. The services the Trust offers**

Advice and guidance, booklets and leaflets, transactions and media releases.

### **4.8. 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. This includes information protected by the Data Protection Act.
- 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.

### **4.9. Requests for information**

Information that is not published under the scheme can be requested in writing from the Trust's Data Protection Officer - details below. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

## **5. Charges**

**5.1.** 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 Trust for routinely published material will be justified and transparent and kept to a minimum.

**5.2.** Material which is published and accessed on a website will be provided free of charge.

**5.3.** Charges may be made for information subject to a charging regime specified by Parliament.



**5.4.** Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

**5.5.** 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 information or information of fees which is readily available to the public.

**5.6.** 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.

## **6. Relevant Policies**

- Data Protection Policy
- Records Management Policy

## **7. Relevant Links**

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Telephone: 08456 30 60 60 or 01625 54 57 45  
Web site: [ico.org.uk](http://ico.org.uk)

## **6. Contacts**

As a Public Authority Extol Trust is required to have a Data Protection Officer (DPO) by law and as such has appointed the following to undertake this role;

PHPLaw LLP  
Email: [DPO@phplaw.co.uk](mailto:DPO@phplaw.co.uk)



## Appendix 1

This publication scheme is best complied with by following the table below, which identifies the information which meets the requirements of the Information Commissioner.

|   | Information to be published   | How the information can be obtained | Charge                   |
|---|---|-------------------------------------|--------------------------|
| Who the Trust is and what the Trust does          | Academy Funding Agreement; master and supplementary   | Trust website                       | Free                     |
|   | Academy Order   | Hard Copy                           | See charging information |
|   | Articles of Association   | Trust website                       | Free                     |
|   | Governing body – names and contact details of the governors and the basis of their appointment  | School websites                     | Free                     |
|   | Location and contact information – address, telephone number and website  | Trust and School websites           | Free                     |
|   | Performance Tables  | Trust and School websites           | Free                     |
|   | School staff and structure – names of key personnel   | School websites                     | Free                     |
|   | School session times, term dates and holidays   | School websites                     | Free                     |
|   | Trust staff – names of personnel  | Trust website                       | Free                     |
| What the Trust spends and how the Trust spends it | Annual budget plan for individual schools   | Hard Copy                           | See charging information |
|   | Additional funding – Income generation schemes and other sources of funding   | Hard Copy                           | See charging information |
|   | Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects                       | Hard Copy                           | See charging information |
|   | Pay policy – a statement of the Trust's policy on procedures regarding teachers' pay.   | Hard Copy                           | See charging information |
|   | 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. | Hard Copy                           | See charging information |
|   | Staffing and grading structure  | Hard Copy                           | See charging information |
|   | Executive Pay   | Trust Website                       | Free                     |
|   | Trust Accounts and financial statements   | Trust website                       | Free                     |



|  |  |                           |                          |
|--|--|---------------------------|--------------------------|
|  | Trustee, Member and Governors' allowances – Details of allowances and expenses that can be claimed or incurred.  | Hard Copy                 | See charging information |
| What the Trust's priorities are and how the Trust is doing | Trust's future plans – any major proposals on safeguarding and promoting the welfare of children.  | Hard Copy                 | See charging information |
|  | Safeguarding and Child protection – policies and procedures on safeguarding and promoting the welfare of children.   | Trust and School Website  | Free                     |
|  | School profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>OFSTED report – summary and full report</li> <li>Pupil Premium Spend</li> <li>Sport Premium Spend</li> </ul> | School websites           | Free                     |
|  | Trust Strategic Plan   | Trust website             | Free                     |
| How the Trust makes decisions                              | Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.                          | School websites           | Free                     |
|  | Trust, Members and Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.  | Hard Copy                 | See charging information |
| Trust policies and procedures                              | Records management and personal data policies <ul style="list-style-type: none"> <li>Information security</li> <li>Record's retention</li> <li>Destruction and archive policies</li> </ul>                       | Hard Copy                 | See charging information |
|  | Data Protection Policies   | Trust website             | Free                     |
|  | Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)  | Trust and School websites | Free                     |
|  | Charging regimes and policies  | Trust and School websites | Free                     |
| Lists and registers  | Asset register   | Hard Copy                 | See charging information |
|  | Any information the trust is currently legally required to hold in publicly available registers  | Hard Copy                 | See charging information |
|  | Currently maintained lists and registers only  | Hard Copy                 | See charging information |
|  | Curriculum circulars and statutory instruments   | School websites           | Free                     |
|  | Disclosure logs  | Hard Copy                 | See charging information |
| The services the   | Extra-curricular activities  | School websites           | Free                     |
|  | Out of school clubs  | School websites           | Free                     |
|  | School publications  | School websites           | Free                     |



|  |   |                 |                          |
|--|---|-----------------|--------------------------|
|  | Services for which the Trust is entitled to recover a fee, together with those fees | Hard Copy       | See charging information |
|  | Leaflets, booklets and newsletters  | School websites | Free                     |

