



Freedom of Information Policy

Date Policy Last Reviewed:

January 2015

Date Policy approved by LAT Business/Resources Committee

7th February 2017

Date of Next Review

February 2019

Information

The Freedom of Information Act 2000 was introduced to promote greater openness and accountability across the public sector. It establishes a general right of access to information held by all public authorities, including schools and is intended to promote a culture of openness and accountability amongst public sector bodies, and therefore facilitate better public understanding of how public authorities carry out their duties.

The aim of this scheme is to ensure the Trust comply with the 2000 Act and to ensure that the spirit of the act is reflected in the practice of the Trust.

The Trust has adopted the model publication scheme as approved by the information commissioner.

Publication Scheme

Commitments under the scheme commits the Trust to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications detailed at Appendix 1.
- specify the information which is held by the Trust and falls within the classifications detailed below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- 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;
- review and update on a regular basis the information the Trust make available under this scheme'
- produce a schedule of any fees charged for access to information which is made proactively available;
- make this publication scheme available to the public;
- publish any dataset held by the Trust and its Schools that has been requested, and any updated versions it holds, unless the Trust and its Schools are 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 a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

Freedom of Information Exemptions:

The FOI Act states that public authorities have the ability to withhold information requested if it is covered by one of the following exemptions:

- Section 21: the requested information is already in the public domain
- Section 22: the requested information is intended for future publication

- Section 36: the requested information would inhibit advice, a frank debate or prejudice the effective conduct of public affairs
- Section 42: the requested information includes legal advice
- Section 43: the requested information is commercially sensitive

In the event of receiving an FOI request, it is necessary to consider these exemptions as they may afford the Trust the ability to refuse an FOI request based solely on these grounds.

Making information available:

The primary method by which all information on the Trust will be made available will be through the Trust and School websites:

<http://www.longfield-trust.co.uk>

<http://www.longfield.uk.com>

<http://www.therydalacademy.co.uk>

All financial information that is to be published statutorily will be published on all of the above websites.

Where information is not published on the websites, there are two further access methods. The first is to make an information request in writing (by email or letter) to the Trust. This is outlined below.

The second: 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 the Trust are legally required to translate any information, we 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.

The process

1. Any person can submit a written request for information held by the Trust or its Schools;
2. There is a time limit of 20 working days (excluding school holidays) to respond to requests;
3. There is a right of appeal if an enquirer is unhappy with the way the request has been handled, initially through the individual School's Complaints Policy and then to the Information Commissioner;
4. The Trust and its Schools will charge at the current rate for photocopying, with an additional administration charge for requests requiring extensive staff time and costs;
5. The Trust and its Schools will operate by the safeguard in the Act whereby any 'manifestly unreasonable' request or one where the information is already in the public domain or the cost in time or labour is excessive need not to be complied with;

6. Requests for information can be received by any member of staff;
7. Decisions relating to items 4 and 5 above will be taken by the Finance Director of the Trust;
8. Where requests for information relate to professional activity (e.g. academic research) the school will attempt to be supportive; where a request seems to stem from dissatisfaction with the work of the Trust or any of its Schools the attempt will be made to conduct a constructive discussion with the person(s) concerned (see individual Schools Complaints Policy);
9. Staff will be reminded that the 2000 Act makes it important that documentation is carried out appropriately.

How to request information:

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

Email: longfield@longfield-trust.co.uk

Tel: 01325 380815

Contact Address: Longfield Academy Trust, Longfield Road, Darlington, DL3 0HT

Website: <http://www.longfield-trust.co.uk>

To help us process your request quickly, please clearly mark any correspondence "Freedom of Information Request". If the information you're looking for is not available via our websites, you can still contact the Trust to ask if we have it.

Paying for information:

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.

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you don't have internet access, you can access our website using a local library or an internet café.

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 detailed in Appendix 1

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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

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 addressed to the Finance Director.

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:

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

Telephone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524510

Website : <http://www.informationcommissioner.gov.uk>

Compliance and performance monitoring

The Business Committee will review this policy every two years and ensure that practice across all schools is in line with this policy. Any review will take into account the most up-to-date legislation.

Freedom of Information Act 2000

Guide to information available from Longfield Academy Trust under the model publication scheme

Information routinely Published by Longfield Academy Trust	How the information can be obtained
<p>Where website is indicated go to www.longfield-trust.uk.com otherwise all publications can be obtained from the Clerk to the Board of Directors at either no cost or, where there is a cost, a charge of 10p per A4 sheet will be made.</p>	
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard Copy School Website Learning Portal</p>
Who's who in the school	<p>Hard Copy Website Learning Portal</p>
Who's who on the Governing Body and the basis of their appointment	<p>Hard Copy Website</p>
Governing Body Decision Planner	<p>Hard Copy</p>
Instrument of Government	<p>Hard Copy</p>
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone number and email address (if used))	<p>Hard Copy</p>
School prospectus	<p>Hard Copy Website</p>
Staffing structure	<p>Hard Copy</p>
School session times and term dates	<p>School Website Learning Portal</p>

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Hard Copy
Annual budget plan and financial statements	Hard Copy Website
Capitalised funding	Hard Copy
Additional funding	Hard Copy
Procurement and projects	Hard Copy
Pay policy	Hard Copy
Staffing and grading structure	Hard Copy
Governors' allowances	Hard copy
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	Hard Copy Website
Performance Management Policy and procedures adopted by the governing body.	Hard Copy
Schools future plans	Hard Copy

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Hard Copy Website</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hard Copy</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hard Copy</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(Hard copy or website)</p>	
<p>School policies including:</p> <p>Achievement and Curriculum</p> <ul style="list-style-type: none"> • Elite Gifted and Talented Policy • Careers and Guidance Policy • Public Examination Policy • Pupil Premium Policy • Sex Relationships Education Policy • Work Related Learning Policy <p>Finance, HR & Premises Policies</p> <ul style="list-style-type: none"> • Business Continuity Management Plan • School Confidentiality Policy • CCTV Policy • Swimming Pool Normal Operating Procedures Policy • Health and Safety Policy 	<p>Hard Copy/ Website</p>	

Pastoral

- Anti-Bullying Policy
- Attendance Policy
- Behaviour and Exclusion Policy
- Drug Education Policy
- Home School Agreement Policy
- Looked After Children Policy
- Medical Conditions First Aid and Administering Medication Policy
- Mobile Phone Policy
- No Smoking Policy
- Safeguarding Policy
- School Uniform Policy
- Support for Learning – Special Educational Needs Policy
- Use of Force to Control or Restrain Pupils Policy

School Organisation

- Admissions Policy
- Appeals Timetable
- Compliments, Comments, Concerns and Complaints Policy
- Dealing with Visitors, Parents and Enquiries
- Governor Visits Policy
- Information and Communication Technology and E-safety Acceptable Use Policy
- Off Site Educational Visits Policy

Longfield Academy Trust Policies

- Accessibility Plan
- Charging and Remissions Policy
- Data Protection and Information Security Policy
- Equality Policy
- Freedom of Information Policy
- Recruitment, Selection and Commencement Policy

Charging regimes and policies . This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Please contact The Finance Director for details.	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard Copy	
Disclosure logs	Unavailable	
Asset register	Hard Copy	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard Copy, Learning Portal and School Website	
Out of school clubs	Hard Copy, Learning Portal and School Website	
School publications	Hard Copy. Learning Portal and School Website	
Services for which the school is entitled to recover a fee, together with those fees	Please contact The Finance Director for details.	
Leaflets books and newsletters	Hard Copy, Learning Portal and School Website	

Finance Director, Longfield Academy Trust, Longfield Road, Darlington, DL3 0HT

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Please contact The Finance Director for details.	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority