FREEDOM OF INFORMATION POLICY

AND

PUBLICATION SCHEME

Approved by BLP Board:  6th December 2016

For Review:  Autumn 2019
1. INTRODUCTION / AIMS

The policy has been produced in line with the Information Commissioners Office Model Publication Scheme and commits The Brigshaw Learning Partnership, as an authority, to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the BLP. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

• To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
• To specify the information that is held by the authority 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 authority makes available under this scheme.
• To produce a schedule of fees charges for access to information that is made proactively available.
• To make this publication scheme available to the public. Classes of Information Included

2. CLASSES OF INFORMATION

Class 1 - Who we are and what we do
Organisational information, structures, locations and contacts.

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.

Class 3 – What our priorities are and how we are doing
Strategies and plans, performance indicators, audits, inspections and reviews.

Class 4 – How we make decisions
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class 5 – Our policies and procedures
Current written protocols, policies and procedures for delivering our services and responsibilities.
Class 6 – Lists and Registers
Information held in registered required by law and other lists and registers relating to the functions of the authority.

Class 7 – The services we offer
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Classes of information not generally included are:

- 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
- 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.

3. OBTAINING INFORMATION

As an authority The Brigshaw Learning Partnership has to clearly indicate to the public what information is covered by its scheme and how it can be obtained.

Where it is within the capability of a public authority, information has to be provided on a website. Where it is impracticable to make information available on a website, or when an individual does not wish to access the information by the website, it is required to indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be made available only by viewing in person. Where this manner is specified, contact details have to be provided. An appointment to view the information needs to be arranged within a reasonable timescale.

Information has to be provided in the language in which it is held or in such other language that is legally required. Where it is legally required the authority is required to have the information translated.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats must be adhered to when providing information in accordance with this scheme.

4. CHARGES

The purpose of this publication scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made for printing published material are listed at the end of the document (APPENDIX B) and have been kept to a minimum in line with legislation. If a charge is to be made, confirmation of the payment due must be given before the information is provided. Payment may be requested prior to provision of the information.
Much of the information covered by the Trust’s publication scheme is published and accessed on the Trust website or on the individual school websites and is provided free of charge. Where a document is available on the Trust/School Website it is also available as a hard copy on requests subject to charges stated.

5. WRITTEN REQUESTS

Information held by the Trust that is not published under this scheme can be requested in writing from the CEO, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. COMPLAINTS

An individual wishing to make a complaint about anything relating to this policy should refer to the BLP Complaint Policy published on the BLP Website.

7. EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.
## APPENDIX A

### PUBLICATION SCHEDULE

<table>
<thead>
<tr>
<th>Information to be published</th>
<th>How the information can be obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class 1 - Who we are and what we do</strong></td>
<td></td>
</tr>
<tr>
<td>(Organisational information, structures, locations and contacts)</td>
<td></td>
</tr>
<tr>
<td>This will be current information only</td>
<td></td>
</tr>
<tr>
<td>Multi Academy Trust Funding Agreement and Academy Supplementary Funding Agreement – a link to the document on the Department for Education’s website</td>
<td>BLP Website</td>
</tr>
<tr>
<td>Academy Order</td>
<td>Hard copy from BLP Head Office</td>
</tr>
<tr>
<td>Academy staff and structure – names of key personnel</td>
<td>BLP Website</td>
</tr>
<tr>
<td>School Website</td>
<td></td>
</tr>
<tr>
<td>Local Governing Board – names and contact details of the governors and the basis of their appointment</td>
<td>School Website</td>
</tr>
<tr>
<td>Location and contact information – address, telephone number and website</td>
<td>School Website</td>
</tr>
<tr>
<td>Contact details for the Headteacher and the Governing Board</td>
<td>School website</td>
</tr>
<tr>
<td>Academy prospectus</td>
<td>Hard copy from the school</td>
</tr>
<tr>
<td>Academy session times and term dates</td>
<td>School website</td>
</tr>
<tr>
<td>Key Stage 2 (Primary) or GCSE (secondary) results (link to the data on the DfE website)</td>
<td>Link to DfE Website on School Websites</td>
</tr>
<tr>
<td>MAT Members and Directors – Names and details</td>
<td>BLP Website</td>
</tr>
<tr>
<td>Information to be published</td>
<td>How the information can be obtained</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Class 2 – What we spend and how we spend it</strong></td>
<td></td>
</tr>
<tr>
<td>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</td>
<td></td>
</tr>
<tr>
<td>This should be a minimum of current and the previous 2 financial years (accounts that have been filed with Companies House).</td>
<td></td>
</tr>
<tr>
<td>Financial Statements</td>
<td>BLP Website (in due course)</td>
</tr>
<tr>
<td>Budget Forecast Form</td>
<td>Hard Copy from BLP Head Office</td>
</tr>
<tr>
<td>Summary of Individual School Budget</td>
<td>Hard Copy from BLP Head Office</td>
</tr>
<tr>
<td>Capital funding – Details of capital funding allocated to the school along with information on related building projects and other capital projects</td>
<td>Hard Copy from BLP Head Office</td>
</tr>
<tr>
<td>Additional funding – income generation schemes and other sources of funding</td>
<td>Hard Copy from BLP Head Office</td>
</tr>
<tr>
<td>Procurement and projects – Details of policies and procedures used for the acquisition of goods and services.</td>
<td>Hard Copy from BLP Head Office</td>
</tr>
<tr>
<td>Details of contracts that have gone through formal tendering processes</td>
<td>Hard Copy for details of specific contracts from BLP Head Office</td>
</tr>
<tr>
<td>Staffing and grading structure</td>
<td>Hard Copy from BLP Head Office</td>
</tr>
<tr>
<td>Pay Policy – a statement of the academy’s policy on procedures regarding teacher’s pay</td>
<td>Hard Copy from BLP Head Office</td>
</tr>
<tr>
<td>Governors’ allowances – Details of allowances and expenses that can be claimed or incurred if there are any</td>
<td>BLP Website</td>
</tr>
<tr>
<td>Information to be published</td>
<td>How the information can be obtained</td>
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</tbody>
</table>
| **Class 3 – What our priorities are and how we are doing**  
(Strategies and plans, performance indicators, audits, inspections and reviews) |  |
| Current information as a minimum |  |
| School profile | Link to DfE Website on School Websites |
| Government supplied performance data | Link to DfE Website on School Websites |
| The latest Ofsted report – Summary and Full report | School Website |
| Performance management policy and procedures | Hard Copy from BLP Head Office |
| Future plans – any major proposals | Hard Copy from BLP Head Office |
| Child Protection – policies and procedures on safeguarding and promoting the welfare of children | BLP Website & School Website |

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<thead>
<tr>
<th>Information to be published</th>
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</thead>
<tbody>
<tr>
<td><strong>Class 4 – How we make decisions</strong></td>
<td></td>
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<tr>
<td>(Decision making processes and records of decisions)</td>
<td></td>
</tr>
<tr>
<td>Current and previous three years as a minimum</td>
<td></td>
</tr>
<tr>
<td>Admissions policy – arrangements and procedures and right of appeal</td>
<td>School Website</td>
</tr>
<tr>
<td>Information on application numbers and number of successful applicants by each oversubscription criteria</td>
<td>Hard Copy from School</td>
</tr>
<tr>
<td>Agendas of meetings of the Local Governing Boards (LGBs)</td>
<td>Hard Copy from Clerk to Governors</td>
</tr>
<tr>
<td>Minutes of meetings Local Governing Boards</td>
<td>Hard Copy from Clerk to Governors</td>
</tr>
<tr>
<td>NB: this will exclude information that is properly regarded as confidential to the meetings</td>
<td></td>
</tr>
<tr>
<td>Agendas of meetings of the MAT Board of Directors and its sub-committees</td>
<td>Hard Copy from Clerk to the Board</td>
</tr>
<tr>
<td>Minutes of meetings (as above)</td>
<td>Hard Copy from Clerk to the Board</td>
</tr>
<tr>
<td>NB: this will exclude information that is properly regarded as confidential to the meetings</td>
<td></td>
</tr>
<tr>
<td>Information to be published</td>
<td>How the information can be obtained</td>
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<tr>
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<tr>
<td><strong>Class 5 – Our policies and procedures</strong></td>
<td></td>
</tr>
<tr>
<td>(Current written protocols, policies and procedures for delivering our services and responsibilities)</td>
<td></td>
</tr>
<tr>
<td>Current information only</td>
<td></td>
</tr>
<tr>
<td>Trust Policies including:</td>
<td></td>
</tr>
<tr>
<td>• Charging &amp; Remission policy</td>
<td>BLP Website</td>
</tr>
<tr>
<td>• Complaints procedure</td>
<td>BLP Website</td>
</tr>
<tr>
<td>• Staff code of conduct policy</td>
<td>Hard Copy from BLP Head Office</td>
</tr>
<tr>
<td>• Discipline and grievance policies</td>
<td>Hard Copy from BLP Head Office</td>
</tr>
<tr>
<td>Pupil and curriculum policies, including:</td>
<td></td>
</tr>
<tr>
<td>• Curriculum</td>
<td>School website</td>
</tr>
<tr>
<td>• Sex &amp; Relationship Education</td>
<td>School website</td>
</tr>
<tr>
<td>• Special Educational Needs &amp; Disability</td>
<td>School website</td>
</tr>
<tr>
<td>• Accessibility</td>
<td>School website</td>
</tr>
<tr>
<td>• Careers Education (secondary)</td>
<td>School website</td>
</tr>
<tr>
<td>• Pupil Behaviour</td>
<td>School website</td>
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<tr>
<td>• Anti Bullying</td>
<td>School website</td>
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<tr>
<td>• Attendance</td>
<td>School website</td>
</tr>
<tr>
<td>Records management and personal data policies, including:</td>
<td></td>
</tr>
<tr>
<td>• Information security policies</td>
<td>BLP &amp; School Websites (all included in Data Protection Policy)</td>
</tr>
<tr>
<td>• Records retention destruction and archive policies</td>
<td></td>
</tr>
<tr>
<td>• Data protection (including information sharing policies)</td>
<td></td>
</tr>
<tr>
<td>Equality and Diversity</td>
<td></td>
</tr>
<tr>
<td>(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</td>
<td>BLP &amp; School Website</td>
</tr>
<tr>
<td>Procedures for the recruitment of staff</td>
<td></td>
</tr>
<tr>
<td>Policy for recruitment of staff</td>
<td>Hard Copy from BLP Head Office</td>
</tr>
<tr>
<td>Details of vacancies</td>
<td>Vacancy details on BLP website</td>
</tr>
<tr>
<td>Information to be published</td>
<td>How the information can be obtained</td>
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<tr>
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<tr>
<td><strong>Class 6 – Lists and Registers</strong>&lt;br&gt;(Information held in registers required by law and other lists and registers relating to the functions of the authority)&lt;br&gt;Currently maintained lists and registers only&lt;br&gt;Curriculum circulars and statutory instruments&lt;br&gt;Disclosure logs&lt;br&gt;Asset register&lt;br&gt;Any information the school is currently legally required to hold in publicly available registers</td>
<td>Hard Copy from School&lt;br&gt;Inspection only by appointment with the School Headteacher&lt;br&gt;Hard Copy from BLP Head Office&lt;br&gt;Hard Copy from BLP Head Office or inspection only by appointment with the School Headteacher</td>
</tr>
</tbody>
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<tr>
<td><strong>Class 7 – The services we offer</strong>&lt;br&gt;(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)&lt;br&gt;Current information only&lt;br&gt;Extra-curricular activities&lt;br&gt;Out of school clubs&lt;br&gt;School publications&lt;br&gt;Services for which the school is entitled to recover a fee, together with those fees&lt;br&gt;Leaflets books and newsletters</td>
<td>School Website&lt;br&gt;School Website&lt;br&gt;School Website&lt;br&gt;School Website&lt;br&gt;School Website and Hard Copy from School</td>
</tr>
</tbody>
</table>
APPENDIX B

SCHEDULE OF CHARGES

Charges may be made for actual disbursements incurred such as:

• photocopying
• postage and packaging
• the costs directly incurred as a result of viewing information, including staff hours in preparation of documentation when this is over 2 hours.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BASIS OF CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopying/printing</td>
<td>@ current cost per sheet as per photo copier contract (e.g. 5p black &amp; white 15p colour)</td>
</tr>
<tr>
<td>Postage</td>
<td>Actual cost of postage standard 2\textsuperscript{nd} class or special delivery where required/requested</td>
</tr>
<tr>
<td>Staff hours (over 2 hours per request)</td>
<td>£25 per hour</td>
</tr>
</tbody>
</table>

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.