



Trinity Multi Academy Trust

Policy:	Freedom of Information Publication Scheme
Date or review:	May 2017
Date of next review:	May 2020
Lead professional:	HR Director
Status:	Statutory

1. Purpose of policy and guiding principles

- 1.1. Trinity Academy Multi Academy Trust has produced a Publication Scheme of information that is available under the **Freedom of Information Act 2000** and it conforms to the model scheme for schools and academies approved by the Information Commissioner.
- 1.2. The Directors of the Academy Trust have overall responsibility for ensuring that each academy within the Trust complies with the Act.
- 1.3. This policy applies to all information held by the Trust regardless of how it was created or received or the media on which it is stored, or if information is held in hard copy or electronic form.

2. Introduction: The Publication Scheme

- 2.1. Under the Freedom of Information Act 2000 (FOIA) public authorities should be proactive about the information that is available to the public. This includes all maintained sector schools and from 1 January 2011, academies.
- 2.2. In order to comply with the requirements of the Act, the publication scheme covers the academy's commitment on the following points:
 - To proactively publish, or otherwise make available as a matter of routine, information which is held by the academy and falls within the classifications below.
 - To specify the information that is held by the academy 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 academy 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.
- 2.3. All information in the Publication Scheme is available in paper form.

3. Categories of information published

- 3.1. The Publication Scheme is a guide to the information which is currently published, or has been published, or which we will publish in the future. This is categorised in 'Classes' as outlined later in this scheme.
- 3.2. 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 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. Requests for information

- 4.1. Information that is not published under the scheme can be requested by e-mail, letter or fax. All requests will be considered in accordance with the provisions of the Freedom of Information Act.
- 4.2. The Trust will offer advice and guidance to anybody wishing to make a request for information and are committed to dealing with requests within statutory guidelines. This may be extended in certain circumstances and in line with the guidance provided by the Information Commissioner.
- 4.3. Any request in writing will be considered to be a FOI request (including requests made by email or fax). The provisions of the Act will be applied to each request and reserves the

right to refuse requests where the cost of locating, retrieving and providing information exceeds the current cost limit set down by the Act. It would be helpful to identify your request as '**Freedom of Information Request**', however the provisions of this scheme will be applied for all requests for information.

- 4.4. All enquiries should be made to the PA to the CEO. Contact: info@trinityacademyhalifax.org or telephone: 01422 244890. All correspondence should be sent to Trinity Academy Halifax.
- 4.5. Further advice and information about the FOI Act, including all details of costs and exemptions is available from the Information Commissioners website (www.ico.gov.uk).

5. Paying for information

- 5.1. Information published on the academy website is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:
 - Requires a lot of printing or photocopying.
 - Incurs a large postage charge.
 - Requires a priced item e.g. some printed publication or video.
- 5.2. In such instances, you will be notified in advance.

Annex 1: Guide to the classes of information available from Trinity Academy Multi Academy Trust

Who we are and what we do

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

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

- Current written protocols for delivering our functions and responsibilities.

Lists and registers

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

The services we offer

- Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.
- 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.