

APPENDIX A - FREEDOM OF INFORMATION PUBLICATION SCHEME

This publication scheme follows a model approved by the Information Commissioners Office.

This scheme is not a list of individual publications but rather a description of the classes of types of information that we are committed to publishing. This list is not an exhaustive list of all of the types of information that we publish. We try to proactively publish as much information as we can where the information would have a wider public interest.

This scheme does not include information that we consider to be sensitive, such as personal information, information prevented from disclosure by law or information about security matters.

Classes of Information

There are six classes of information that we hold:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- The services we offer

Making Information Available

Information will generally be made available on the school website. Where it is not possible to include this information on the school website, or when an individual does not wish to access the information by the website the school will indicate how information can be obtained by other means and provide it by those means. This may be detailed in response to a request or within the scheme itself. This will usually be by way of a paper copy.

In some 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 we are legally required to translate any information, we shall do so.

Charges for Information Published Under This Scheme

The school may charge individuals for information published under this scheme. The purpose of this scheme is to make the maximum amount of information readily available at the minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges will be made to cover:

- Photocopying;
- Postage and packaging; and
- The costs directly incurred as a result of viewing information.

Single copies of information requested which are covered by the publication scheme will be provided free unless otherwise stated within the scheme. If the request involved a large amount of photocopying, printing or postage, then this may be at a cost. If this is the case we will let you know as well as let you know the cost before fulfilling your request.

How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the school using the contact details below.

Telephone: 01404 793200

Email: dataprotection@tedwraggtrust.co.uk

Address: Ted Wragg Multi-Academy Trust, Cranbrook Education Campus, Tillhouse Road, Cranbrook, EX5 7EE

Please mark all correspondence **Publication Scheme Request** in order to help us process your request quickly. If the information you are looking for isn't available via the scheme, you can still contact the school to ask if we have this information.

The Publication Scheme

Who We Are and What We Do	Description	Link to the Website
<p>Information relating to the governance of the Trust</p>	<p>Information contained in official governance documents including the Trustee’s annual report:-</p> <ul style="list-style-type: none"> • Who is who • Basis of governors appointment • The manner in which the governing body is constituted • Category of the school • Inspection Reports • Agreed minutes from Trust board • Ageed committee and local governing board meetings minutes (upon request) • A financial statement – including gifts made to the school • Information about the implementation of the governing body’s policy on pupils with special educational needs and any changes to the policy during the last year • A description of arrangements for the admission of pupils with disabilities, including details of the steps to prevent disabled students being treated less favourably than other pupils, details of existing facilities to assist access to the school by pupils with disabilities, the accessibility plan covering future policies for increasing access by those with disabilities to the school • National curriculum assessment results for appropriate key stages with national summary figures 	<p>TWT Governance Page</p> <p>Please refer to the school website for their Governors information</p> <p>All Saints Church of England Academy Cranbrook Education Campus Exwick Heights Honiton Community College ISCA Academy Lipson Co-operative Academy Marine Academy Primary Marine Academy Secondary Matford Brook Academy Queen Elizabeth's School Sidmouth College St James School St Luke's Church of England School West Exe School Whipton Barton Federation</p>

Who We Are and What We Do	Description	Link to the Website
	<ul style="list-style-type: none"> Articles of Association, including the date it takes effect The term of office of each category of trustee and governor if it lasts less than 4 years and the name of anybody entitled to appoint any category of governor. 	
School Information	<ul style="list-style-type: none"> The name, address, website and telephone number of the school and the type of school The name of the school Headteacher The school's staffing structure Information about the schools policy on providing for pupils with special educational needs Statement on the schools aims and values Information on the school policy on admissions School term dates, times and attendance Uniform Number of pupils on roll and rates of student absence Details of any affiliations with a particular religion or religious denomination, the religious education and collective worship and the alternative provision for these pupils. 	<p>Please refer to the school website for this information</p> <p> All Saints Church of England Academy Cranbrook Education Campus Exwick Heights Honiton Community College ISCA Academy Lipson Co-operative Academy Marine Academy Primary Marine Academy Secondary Matford Brook Academy Queen Elizabeth's School Sidmouth College St James School St Luke's Church of England School West Exe School Whipton Barton Federation </p>

What We Spend and How We Spend It	Description	Link to the Website
Financial statement for the current and previous financial year	Relating to projected and actual income and expenditure, procurement, contracts and financial audit. Includes budget plans, financial statements and financial audit reports.	Financial and Legal Policies and Documents Page
Details of expenditure	Sets out details of items of expenditure over £5,000 including the cost, name of supplier and information about the transaction.	Financial and Legal Policies and Documents Page
Gifts & Hospitality	Details of gifts and hospitality that are presented to schools, staff and governors.	TWT Policy Page
Pupil Premium	How the school uses pupil premium.	Financial and Legal Policies and Documents Page
Utilities and school running expenditure	Details of the schools overheads and running costs.	Financial and Legal Policies and Documents Page

What Our Priorities Are and How We Are Doing	Description	Link to the Website
Ofsted report	A published report of the outcome of our latest Ofsted inspection.	Please refer to the school website for this information

What Our Priorities Are and How We Are Doing	Description	Link to the Website
Charging and remissions policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publication, music tuition, trips.	TWT Policy Page
Health and Safety Policy and Risk Assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.	TWT Policy Page

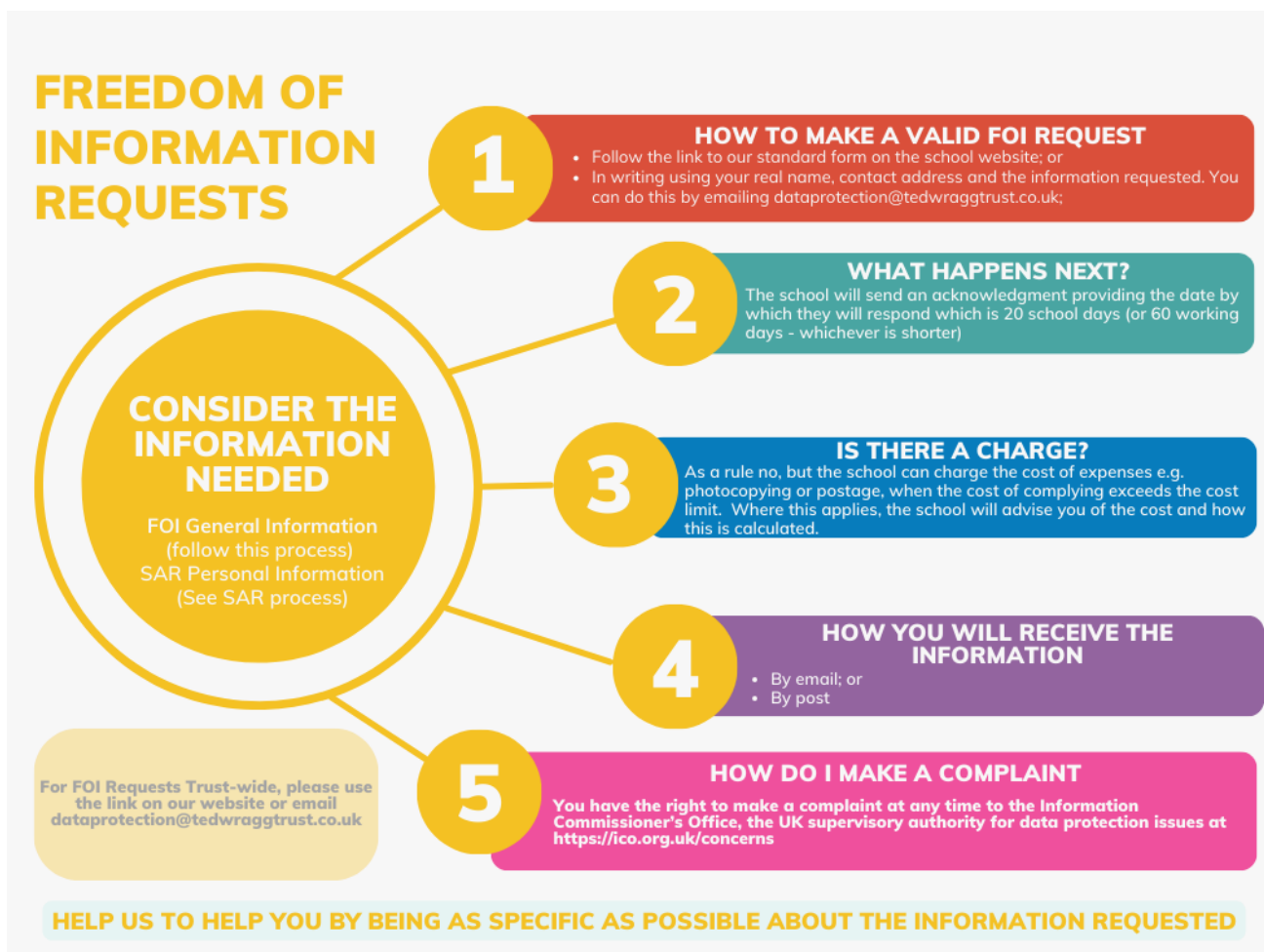
How We Make Decisions	Description	Link to the Website
Admissions Policy/ Decisions (not individual)	This does not include individual decisions. This is a statement of our policy with regards to admissions and how we make decisions regarding admissions.	Please refer to the school website for this information

Our policies and procedures	Description	Link to the Website
Curriculum Policy	Statement on following the national curriculum subjects, including any syllabus used by the school.	Please refer to the school website for this information
Complaints Policy	Statement of procedures for dealing with complaints.	TWT Policy Page

Our policies and procedures	Description	Link to the Website
Equality and Diversity Policy	Statement on ensuring that the school follows and promotes equality and diversity.	TWT Policy Page
Child protection and safeguarding policy	Statement of policy for safeguarding and promoting welfare of pupils at the school	Please refer to the school website for this information and TWT Policy Page for our Safeguarding Statement.
Relationships and Sex Education Policy	Statement of policy with regard to sex and relationship education.	Please refer to the school website for this information and TWT Policy Page
SEND Policy	Information about the school's policy on providing for pupils with special educational needs.	TWT Policy Page
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.	Please refer to the school website for this information and TWT Policy Page for our Written Statement of Behaviour Principles and Exclusion Policy.
Collective Worship	Statement of arrangements for the required daily act of collective worship.	TWT Policy Page

The services we offer	Description	Link to the Website
Extra-curricular activities and out of school clubs	Details of these are contained in our newsletter, leaflets	Please refer to the school website for this information

Process Map – How to make a FOI



What is a Freedom of Information (FOI) Request?

Schools and the Trust are obliged, under the Freedom of Information (FOI) Act 2000, to publish certain information about their activities and produce information requested by members of the public. The principles of the FOI Act are:

- that everybody has a right to access official information;
- disclosure of information should be the default;
- you do not have to give a reason for wanting the information;
- all requests are treated equally;
- information should only be disclosed if it is information that would be given to anyone (or the world at large).

What information is covered by the FOI Act?

The FOI Act covers recorded information that is held by the Trust or school including printed documents, computer files, letters, emails, photographs, and sound or video recordings. This means that the Trust and schools do not need to provide information they do not collect and hold as part of their regular routines. So, if the information is not recorded, this is not subject to a Freedom of Information Request. As the guidance on the ICO website states, *“You do not have to create new information or find the answer to a question from staff who may happen to know it.”*

The Difference between a Freedom of Information Request and a Subject Access Request

It is important to remember that the FOI Act does not cover personal data as this is covered by the GDPR and Data Protection Act 2018. Access to personal data is made via a Subject Access Request and not a Freedom of Information Request although many people may confuse the two.

How long does a FOI take?

Once we receive an FOI request, we have 20 school days (or 60 working days – whichever is shorter) to respond to your request. The time starts when the school receives the request and extra time may be allowed if further clarification is needed from you.

What should my request say?

A valid FOI request must be made in writing (letter, email, social media etc), to include your real name, an address (postal or email) for correspondence, and a description of the information requested.

Under law, we are expected to release the information (if we have it) unless there is a good reason to withhold some or all of it.

Should I use your standard form?

To assist you with your request and to ensure we receive the correct information to progress your FOI Request, the Trust and the school have created a standard form for completion which can be found on our respective websites.

Standard forms are not compulsory but we would ask you to use ours. Standard forms can make it easier for us to deal with your FOI request. They help:

- structure your request;
- prompt you to include necessary details; and
- let you know the best contact point at the Trust/School.

Links to the standard forms

To ensure this process is made easy, please use the link on either the Trust or school website so that your FOI Request is made directly to the Data Protection Officer.

All Saints Church of England Academy	Data Protection Officer
Cranbrook Education Campus	Data Protection Officer
Exwick Heights Primary School	Data Protection Officer
Honiton Community College	Data Protection Officer
ISCA Academy	Data Protection Officer
Lipson Co-operative Academy	Data Protection Officer
Marine Academy Primary	Data Protection Officer
Marine Academy Plymouth	Data Protection Officer
Matford Brook Academy	Data Protection Officer

Queen Elizabeth School	Data Protection Policy
Sidmouth College	Data Protection Officer
St James School	Data Protection Officer
St Luke's Church of England School	Data Protection Officer
West Exe School	Data Protection Officer
Whipton Barton Federation	Data Protection Officer
Ted Wragg Trust	Data Protection Officer

Should I keep a record of my request?

Unless you are using the school link to make your FOI request, whenever possible, we strongly recommend that you keep a copy of any correspondence for your own records.

Is there a charge for a FOI?

As a rule - no. The law states that we should provide this service free of charge where possible. There are two sections of the FOIA that allow for charging a fee for releasing information. Section 9 of the FOIA contains the fees that may be charged for releasing information when the cost of compliance does not exceed the appropriate limit (£450.00). Section 13 contains the fees that may be charged when the cost of compliance exceeds the appropriate limit but we have chosen to comply with the request.

The Trust and Schools are able to charge for the cost of expenses incurred for example photocopying or postage, when the cost of complying with the request itself does not exceed the appropriate cost limit.

When it is decided to levy a fee, we will let you know within 20 working days, outlining how this was calculated, the means of payment and your right to complain to the Information Commissioner. The 20 working day period for responding will be paused until the payment is received.

If I have any questions, who can I ask?

Staff at the school have all been trained on data management. However, if you have any specific questions, then the Compliance Lead for the Trust or school will be pleased to help you.

What is the process for a FOI Request?

1. Once your request is received you will receive confirmation from the School and this will confirm the time-lines involved. The Compliance Lead for the School will (usually) contact you by email. This is to ensure that there is a clear administrative trail for the management of the request. However, if those requesting want a response in writing, then this will be undertaken.
2. The DPO and the school will review and coordinate your request. You will then receive a written response which will state
 - (a) that your request has been accepted and provide the information to you.
 - (b) that your request has been refused and the exemption applied.

- (c) Confirmation that we do not hold the information and any information we have as to where this information can be sought.

Contact

If you would like to discuss anything within this guidance document or have any concerns, we request that you raise your concern with the Headteacher of the School.

We have appointed a Data Protection Officer (DPO) to oversee compliance with data protection. If you have any questions about how we handle your personal information which cannot be resolved by the Compliance Lead, then you can contact the DPO on the details below:

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Internal review

The requester has the right to ask for an internal review if they are dissatisfied with the handling of a request.

Internal review requests should be made within 40 working days of the initial response. This deadline should be communicated to the requester in that response. We are not obliged to provide a review if it is requested after more than 40 working days.

Requests for internal review must make clear why they are dissatisfied with the original decision, detailing why they feel that the School has not complied with Freedom of Information Law.

Complaints and/or appeals

Any written (including email) expression of dissatisfaction should be handled through the School's existing complaints procedure. Wherever practicable the review should be handled by someone not involved in the original decision.

The Governing Body should set and publish a target time for determining complaints and information on the success rate in meeting the target. The school should maintain records of all complaints and their outcome.

If the outcome is that the School's original decision or action is upheld, then the applicant can appeal to the Information Commissioner. The appeal can be made via their website or in writing:-

Customer Contact

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF