

Tauheedul Education Trust

This guidance is in line with the Vision of the Trust

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME



Tauheedul
Education Trust

Document Control

This policy has been approved for operation within:	All Trust Establishments
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1 Introduction

- 1.1 The Freedom of Information Act (FOIA) gives a right of public access to information held by public authorities. It is a legal right for any person(s) to ask for access to information held by the Trust and its schools and academies.
- 1.2 The FOIA seeks to promote a culture of openness and accountability amongst public sector bodies, and therefore improve public understanding of how public bodies (which includes the governing bodies of Trusts, academies and schools) carry out their duties, why they make the decisions they do, and how they spend public money.
- 1.3 Although the FOIA presumes openness, it recognises the need to protect sensitive information in certain circumstances and provides for exemptions.
- 1.4 Tauheedul Education Trust (TET) is committed to being open and transparent. We aim to publish as much information as possible online and in response to frequently asked questions.

2 Aims

- 2.1 To set out how TET deals with Freedom of Information requests.
- 2.2 To make clear the classes of information which we publish or intend to publish.
- 2.3 To make clear the manner in which the information will be published.
- 2.4 To advise whether the information is available free of charge or on payment.
- 2.5 To support the mission, vision and values of the Trust and its establishments.

3 Who is Responsible for this Policy?

- 3.1 The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to the Trust Central Team, Local Governing Body and Head of each establishment.
- 3.2 The Local Governing Body and Senior Leadership Team at each establishment have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

4 Rights

- 4.1 The Freedom of Information Act gives any individual the opportunity to request information which we keep. Statutory Guidance on the Act can be found at www.ico.org.uk.

5 How to Request Information

- 5.1 Freedom of Information (FOI) requests should be submitted by e-mail to info@tetrust.org.
- 5.2 Requests made in writing should be sent to: Freedom of Information, Tauheedul Education Trust, Shadsworth Road, Blackburn BB1 2HT.
- 5.3 With all FOI requests, a name, full postal address and telephone contact number should be provided with the application.

6 Publication Scheme

- 6.1 TET's Publication Scheme reflects the Information Commissioner's model publication scheme. More information about publication schemes can be found on the Information Commissioner's Office web-site: www.ico.org.uk
- 6.2 This guide lists information which we have made a commitment to make available. Our aim is to make information available whenever we can legally do so, except where we consider release would cause significant harm. In such cases, we will withhold information under an appropriate exemption in the FOIA. We must also comply with the requirements of the Data Protection Act 1998 and respect the privacy of individuals. If the information required is not included in the publication scheme, individuals can still ask if we have it and, if so, request to see it.
- 6.3 Information available on our websites is free for anyone to access. Hard Copy documents will be charged for in line with our charging policy, unless otherwise stated.
- 6.4 The following tables set out the details of the publication scheme. Due to the development of TET, not all of these documents may be available at every establishment.

Table 1: Class 1 – Who we are and what we do (current information only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Who's who in the school	Hardcopy
Who's who on the governing body and the basis of their appointment	Hardcopy School websites
Contact details for the Principal and for the governing body via the school	School websites
Articles of Association	Hardcopy School websites
School prospectus (if any)	Hardcopy School websites
Curriculum outline	School websites
Annual Report (if any)	School websites
School session times and term dates	School websites
Location and contact information	School websites

Table 2: Class 2 – What we spend and how we spend it (current and previous financial year)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Annual budget plan	Hardcopy
Financial statements	School websites
Capital funding	Hardcopy
Additional funding	Hardcopy
Pupil Premium funding	School websites
PE and sport premium funding (primary only)	School websites
Yr 7 Literacy and Numeracy Catch Up Funding (if applicable)	School websites
Procurement and contracts	Hardcopy
Pay policy	Hardcopy
Staffing and grading structure	Hardcopy

Table 3: Class 3 – What our priorities are and how we are doing (current information)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
School profile <ul style="list-style-type: none"> ▪ Government supplied performance data ▪ The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hardcopy School websites
Appraisal Policy and procedures	Hardcopy
School future plans	Hardcopy
Safeguarding and Child Protection Policies	School websites

Table 4: Class 4 – How we make decisions (current and previous three years where applicable)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Admissions policy/decisions (not individual admission decisions)	School websites Hardcopy
Agendas of meetings of the governing body	Hardcopy
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meetings.	Hardcopy

Table 5: Class 5 – Our policies and procedures (current information only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Policies including: <ul style="list-style-type: none"> ▪ Anti-Bullying Policy ▪ Behaviour Policy ▪ Charging and Remissions Policy ▪ Complaints Policy ▪ Disability and Special Educational Needs Policy ▪ Equal Opportunities Policy ▪ Equalities Statement ▪ Freedom of Information Policy and Publications Scheme ▪ Home-School Agreement ▪ Pupil Premium Policy ▪ Safeguarding (Child Protection) Policy ▪ Uniform Policy 	School websites Hardcopy
Data Protection Policy (including information sharing policies)	Hardcopy

Table 6: Class 6 – Lists and Registers (currently maintained lists and registers only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Asset register	Hardcopy

Table 7: Class 7 – The services we offer (current information only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Enrichment activities	Hardcopy School websites
School publications	Hardcopy School websites
Services for which the school is entitled to recover a fee, together with those fees	School websites
Leaflets, books and newsletters	Hardcopy School websites

7 Information about Specific Schools or Establishments

- 7.1 All FOI requests are managed centrally by TET.
- 7.2 Specific questions about information held by one of our schools or establishments should be sent to us directly, as indicated above. Alternatively, our establishments will forward FOI requests they receive to TET.

8 What Happens When We Receive a Request?

- 8.1 We will comply with timescales set by the Information Commissioner in responding to requests. If a request is particularly complex, we will assess how long it is likely to take to retrieve the relevant information. If it is more than 18 hours of staff time, we will levy a charge. In this case, we will write to advise the individual of the cost and they can decide whether to continue.
- 8.2 If the Trust receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.
- 8.3 Details of our charging policy are set out in Table 8.

Table 8: Charging policy

TYPE OF CHARGE	CHARGE	BASIS OF CHARGE
Disbursement costs	Photocopying/printing	10p per sheet (black & white)
	Postage	Actual cost of Royal Mail standard 2 nd class
Prescribed Costs	Finding, sorting and editing of materials	Charged for in full for requests in excess of £450 at a standard rate of £25 per hour

9 Are There Any Exemptions?

- 9.1 There are a range of exemptions that could apply, as allowed within the statutory guidance, for example if releasing information breaches commercial confidence or if there are other legal issues preventing disclosure. We will write to the individual if this applies.

- 9.2 Individuals requesting information have the right to appeal the decision in writing to TET in the first instance and to the Information Commissioner's office if they think the decision is unreasonable.

10 Monitoring, Evaluation and Review

- 10.1 The policy will be promoted and implemented throughout all Trust establishments.
- 10.2 The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust establishment.
- 10.3 The Trust will review this policy every two years in consultation with each Trust establishment.