



The Boston Witham Academies Federation

Fishtoft Academy FREEDOM OF INFORMATION

This policy is modelled on the model publication scheme prepared and approved by the information commissioner. This commits the academies within The Boston Witham Academies Federation (the Trust) 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 each academy. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The policy commits each academy:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the academy and falls within the classifications below.
- To specify the information which 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 the scheme.
- To produce and publish 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 any fees charged for access to information, which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

- 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
- Lists and registers
- The service we offer

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

The Trust aims to publish information regularly on the Trust or individual Academy websites. Anyone who requires a paper version of any documents within the policy should contact the Trust as follows:

Jonathan Jackson – Chief Financial Officer
 The Boston Witham Academies Federation
 Marian Campus
 Marian Road
 Boston
 PE21 9HB

Email – jonathan.jackson@bwaf.net

To assist the Trust in responding to requests any correspondence should be clearly marked “FREEDOM OF INFORMATION REQUEST”.

Information to be published
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only
Who’s who in the academy
Who’s who on the governing body and the basis of their appointment
Instrument of Government
Contact details for the Head of Academy and for the governing body (named contacts where possible with telephone number and email address (if used))
Academy prospectus
Staffing structure
Academy session times and term dates
Class 2 – What we spend and how we spend it Most recent audited financial statements as a minimum
Pay policy
Director / Governors’ allowances
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
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report
Appraisal policy and procedures adopted by the governing body.
Academy future plans / Development Plan

<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>
Admissions policy/decisions (not individual admission decisions)
Agendas of meetings of the governing body and (if held) its sub-committees
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>
<p>Academy policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Public sector equality plan and accessibility policy
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum statement • Sex education • Special educational needs • Collective worship • Careers education • Behaviour
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Privacy notice (Data protection-including information sharing policies)
<p>Charging regimes and policies.</p> <p>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.</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>
Curriculum circulars and statutory instruments
Disclosure logs
Any information the academy is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>
Extra-curricular activities
Out of academy clubs
Academy publications
Services for which the academy is entitled to recover a fee, together with those fees
Leaflets books and newsletters
<p>Additional Information This will provide the academies with the opportunity to publish information that is not itemised in the lists above</p>
Federation Newsletters produced 3 times annually

Refusing a request

The Trust shall consider refusing a request for information under certain circumstances:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.

The Trust shall consider refusing a request for the information if the request meets an exception under the Act. The Trust may also refuse to confirm or deny whether it holds information where the Act allows.

Legal advice should be sought before refusing a request to ensure the grounds for refusal are robust. Justification will be required should the refusal be challenged.

A written refusal notice shall be issued to the requestor if the Council either refuse to say whether it holds the information at all, or confirms that information is held but refuses to release it.

Charging for information

If information requested is published on the Trust or Academy website, no charge will be made.

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;
- Costs directly incurred as a result of viewing information

If it is anticipated that a charge will be made, the Trust will inform the person requesting the information before the request is fulfilled.

Complaints and review

The Trust shall carryout a review of a request whenever the requestor expresses dissatisfaction with the outcome.

The review shall not be limited to the first decision but shall provide a new decision based on all available evidence that is relevant to the date of the request.

The review shall be performed by a group of at least 3 Directors and will be conduct within 20 working days of the complaint.

Monitoring Responsibility	CFO
Next Review Date	June 2018
Approval Body	Board of Directors
Date Ratified	3 July 2017
Chair of Committee Signature	