



# Freedom of Information Publication Scheme

## Guide to information available from schools in the Tenax Schools Trust under the Freedom of Information Act Publication Scheme

### Adoption Arrangements and Date

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. either set a full Trust wide policy,
2. or set a 'policy principles' document (a framework within which LGBs develop a full and appropriately customised policy),
3. or delegate to LGBs the power to develop their own policy which the Trust Board will then ratify.

<b>Review Body:</b>	<b>Board of Trustees</b>	<b>Adopted:</b>	<b>18.5.17</b>
<b>Leadership Grp Responsibility:</b>	<b>CEO</b>	<b>Date of next review:</b>	<b>Spring 2019</b>
<b>Policy Type:</b>	<b>Statutory</b>	<b>Review period:</b>	<b>2 years</b>

This is a Level 1 Policy against the Trust Governance Plan.

This procedure was adopted by the Board of Trustees of Tenax Schools Trust, for implementation in all Trust schools on the date above and supersedes any previous Freedom of Information Policy.

### **Guide to information available from schools in the Tenax Schools Trust under the Freedom of Information Act Publication Scheme**

The Information Commissioner's Office (ICO) model publication scheme commits 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 authority. 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**

#### **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

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Adopted by the Tenax Board of Trustees 18.5.17  
This is a Level 1 policy

### **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.

As an authority, the Tenax Schools Trust 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.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

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

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
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. Charges made by the Trust for printing published material are listed at the end of the document and have been kept to a minimum in line with legislation.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

### **Written Requests**

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

### **Methods by which Information is Published under this Scheme**

The schools in the Tenax Schools Trust comply with the DfE Freedom of Information Act model publication scheme for schools by following the table below, which identifies the information which meets the requirements of the Information Commissioner.

## Tenax Schools Trust Freedom of Information Publication Scheme

### Guide to Information Available from Leybourne Ss Peter and Paul CEP

<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts), current information only		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Multi Academy Trust Funding Agreement/Supplementary Funding Agreements	Trust website <a href="https://www.tenaxschoolstrust.co.uk/funding-agreements/">https://www.tenaxschoolstrust.co.uk/funding-agreements/</a>	-
Trust Articles of Association	Trust website <a href="https://www.tenaxschoolstrust.co.uk/wp-content/uploads/2017/03/Amended-Articles-of-Association-09.03.17.pdf">https://www.tenaxschoolstrust.co.uk/wp-content/uploads/2017/03/Amended-Articles-of-Association-09.03.17.pdf</a>	-
School prospectus and outline curriculum	School website	
Local Governing Body – names and contact details of the governors and the basis of their appointment	School website	
Trust Members and Directors – names and contact details	Trust website <a href="https://www.tenaxschoolstrust.co.uk/governance-arrangements/">https://www.tenaxschoolstrust.co.uk/governance-arrangements/</a>	-
School session times and term dates	School website	
Trust contact details	Trust website <a href="https://www.tenaxschoolstrust.co.uk/contact-us/">https://www.tenaxschoolstrust.co.uk/contact-us/</a>	-
School location and contact information – including names of key personnel	School website	

**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)

Current and previous two financial years as a minimum (current and previous year for primary schools)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Trust financial statements	Trust website <a href="https://www.tenaxschoolstrust.co.uk/">https://www.tenaxschoolstrust.co.uk/</a>	
Trust budget forecast	Hard copy on request from Trust	
Summary of individual school budget plan and financial statement	Hard copy on request from school	
Details of items of expenditure over £5000 (£2000 for primary schools) – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy on request from school	
Capital funding – details of capital funding allocated to or by the school along with information on related building projects and other capital projects	Hard copy on request from school	
Financial audit reports	Hard copy on request from school	
Procurement and contracts – Details of procedures used for the acquisition of goods and services:	Hard copy on request from school	
Details of contracts that have gone through formal tendering processes	Hard copy on request from school	
Pay policy - a statement of the academy's policy on procedures regarding teacher's pay	School website	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy on request from school	5p per A4 sheet
Staffing, pay and grading structure.	Hard copy on request from school	5p per A4
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy on request from school	5p per A4 sheet

**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

Information to be published	How the information can be obtained	Cost
School profile <ul style="list-style-type: none"> <li>Performance data supplied to the English Government, or a direct link to the data</li> <li>The latest Ofsted -Summary - Full report</li> </ul>	School Website School Website  School Website School Website	
Performance management policy and procedures	Hard copy on request from school	5p per A4 sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy on request from school	5p per A4 sheet
Safeguarding and child protection	School website	

**Class 4 – How we make decisions**  
(Decision making processes and records of decisions), current and previous three years as a minimum

Admissions policy/decisions (not individual admission decisions) – including arrangements, procedures and right of appeal	School Website	
Information on application numbers and number of successful applicants by each oversubscription category (if held by the school or include link to local authority)	Hard copy on request from school	
Agendas and minutes of meetings of the local governing body and (if held) its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy on request from school	5p per A4 sheet
Agendas and minutes of meetings of the Trust Board and (if held) its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy on request from Trust	

**Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities) / Current information only

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	School website (included in data protection policy)	
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Discipline and grievance</li> <li>• Equality and diversity (including equal opportunities)</li> <li>• Safeguarding policy</li> </ul> Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Relationships and Sex Education</li> <li>• Special Educational Needs Information Report</li> <li>• Accessibility</li> <li>• Collective Worship</li> <li>• Behaviour Policy</li> </ul>	School website  School website	

**Class 6 – Lists and Registers**

Currently maintained lists and registers only (this does not include the attendance register).

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	Hard copy on request from school	5p per A4 sheet
Freedom of Information Disclosure logs	Inspection only by appointment with the Headteacher	5p per A4 sheet



Asset register	Hard copy on request from school	5p per A4 sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy on request from school	5p per A4 sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	School Website	
Out of school clubs	School Website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy on request	5p per A4 sheet
School publications, leaflets, books and newsletters	Hard copy / website	5p per A4 sheet

### Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost * 5p
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the public authority

Trust Contact Details	School Contact Details
enquiries@tenaxschoolstrust.co.uk  Tenax Schools Trust Bennett Memorial Diocesan School Culverden Down Tunbridge Wells Kent TN4 9SH      Phone 01892 521595	<a href="mailto:headteacher@leybourne.kent.sch.uk">headteacher@leybourne.kent.sch.uk</a>  Leybourne Ss Peter and Paul CEP Rectory Lane North Leybourne Kent ME19 5HD      Phone 01732 842008