



## Freedom of Information Policy

Prepared by:	Lisa Key
Date:	April 2018
Review date:	April 2019
Approved by:	Board of Trustees 30/4/18

**Contents:**

Introduction..... 3

The Scheme..... 3

Classes of Information included..... 4

Classes of Information not generally included..... 5

The method by which the information published under this scheme will be made available..... 5

Charges..... 5

Written requests..... 6

Annex A..... 7

Annex B..... 9

Annex C..... 10

## **Introduction**

The right under the Freedom of Information Act (FOIA) and the Environmental Information Regulations (EIR) to request information held by public authorities, known as "the right to know", came into force for academies on 1st January 2011. The QEGSMAT (the Trust) is committed to the principles of accountability and the general right of access to information, subject to legal exemptions.

Under the Freedom of Information Act 2000, any person has a legal right to ask for access to information held by the Trust. They are entitled to be told whether the Trust holds the information (duty to confirm or deny), and to receive a copy, subject to certain exemptions.

The Trust has a duty to provide assistance to anyone requesting information and is committed to producing and publishing the method by which the specific information will be available so that it can be easily and accessed by members of the public.

Whilst the Act presumes openness, it recognises the need to protect sensitive information. The information which the QEGSMAT routinely makes available is included in the 'Freedom of Information Action Publication Scheme' appended to this policy.

## **The Scheme**

The Information Commissioner's model publication scheme commits 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 set out below, where this information is held by the Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The model publication scheme commits the Trust to:

- Proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by us and falls within the classifications below;
- Specify the information that is held by the QEGSMAT and falls within the classifications below;
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- 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;

- Review and update on a regular basis the information the QEGSMAT makes available under this scheme;
- Make this publication scheme available to the public (see Annex A);
- Produce a schedule of charges for access to information that is made proactively available (see Annex B);
- Publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the Trust is satisfied it is not appropriate to do so; and
- Publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use, and, if any information in the dataset is a relevant copyright work and the QEGSMAT is the only owner, to make the information available for re-use under the terms of the Re-Use of Public Sector Information Regulations 2015, if they apply, and otherwise, under the terms of the Freedom of Information Act, Section 19.

*The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.*

## **Classes of Information**

The following classes of information are included in the scheme:

### **Who we are and what we do**

Organisational information, locations and contacts, constitutional information 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, inspection and reviews.

### **How we make decisions**

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

### **Our policies and procedures**

Current written protocols for delivering our functions services and responsibilities.

### **Lists and registers**

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

### **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases and 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; and
- 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.

## **Publication Methods**

The Trust will clearly indicate to the public what information is covered by its scheme and how it can be obtained. Where possible, information will be published on the QEGSMAT website, [www.qegsmat.com](http://www.qegsmat.com) or the websites of its academies (see Annex C) Where it is impracticable to make information available on the website, or when an individual does not wish to access the information via the website, the Trust will indicate how information can be obtained by other means.

In exceptional circumstances, some information may be made 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 shall be provided in the language in which it is held unless the Trust is legally required to have the information translated.

Obligations under disability and discrimination legislation, and any other legislation to provide information in other forms and formats, will be adhered to when providing information in accordance with this scheme.

## **Charges**

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

Charges made for printing, postage and other authorised costs are listed at the end of this policy and have been kept to a minimum in line with legislation. If a charge is to be made, the Trust will provide details before any information is provided, and payments must be received in prior to the release of information.

Much of the information covered by the Trust's publication scheme is available on the Trust's website, or the websites of its academies, and is provided free of charge. Hard copies of documents are available on request.

## **Written Requests**

Information that is not published under this scheme that is held by the Trust and/or its academies can be requested in writing from the Trust's Freedom of Information Officer, when its provision will be considered in accordance with Freedom of Information Act.

The Trust's Freedom of Information Officer is:

The Director of Finance and Operations, The QEGSMAT, The Green Road, Ashbourne, Derbyshire, DE6 1EP, Tel: 01335 340820

If you require a paper version of any information, or wish to ask if information is available, please contact:

The Executive PA, The QEGSMAT, The Green Road, Ashbourne, Derbyshire, DE6 1EP, Tel: 01335 340830.

To help us deal with your request quickly, please mark any correspondence "PUBLICATION SCHEME REQUEST".

If the information you are looking for is not on the Trust's website or on the website of the relevant academy and not included in the scheme below you can still contact the QEGSMAT to ask if we have it.

Note, this model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

**ANNEX A**  
**Freedom of Information Publication Scheme**

<b>Who we are and what we do: Organisational information, locations and contacts, constitutional information and legal governance</b>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who in the Trust	QEGSMAT website	Free
Contact details of the Executive Headteacher/Chief Executive and Board of Trustees	QEGSMAT website	Free
Company details (registered office, members, directors)	Companies House website <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>	See Companies House fees
Articles of Association	QEGSMAT website	Free
Trustees' Annual Report	QEGSMAT website	Free
Who's who in the Academy	Academy websites	Free
Contact details of the Academy Headteacher and Local Governing Body	Academy websites	Free
Academy prospectus	Academy websites	Free
Academy session times and term dates	Academy websites	Free

<b>What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</b>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual financial statements	QEGSMAT website	Free

<b>What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspection and reviews.</b>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Objectives	QEGSMAT website	Free
Plans for future development	QEGSMAT website	Free
Achievements	Academy websites	Free
Exam results	Academy websites	Free
Latest Ofsted reports	Academy websites	Free
Newsletters	Academy websites	Free

<b>How we make decisions: Policy proposals and decisions, decision making processes, internal criteria and procedures and consultations</b>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Scheme of delegation	QEGSMAT website	Free
Admissions policy (not individual admission decisions)	Academy websites	Free
Agendas/Minutes of meetings of the Board of Trustees/Local Governing bodies (NB this will exclude information that is properly regarded as private to the meetings)	QEGSMAT website Academy websites	Schedule of charges

<b>Our policies and procedures: Current written protocols for delivering our functions services and responsibilities</b>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Policies and procedures including:</b>		
Charging and remissions policy	QEGSMAT/Academy websites	Free
Complaints policy	QEGSMAT/Academy websites	Free
Health and safety policy	QEGSMAT/Academy websites	Free
Safeguarding policies and procedures	QEGSMAT/Academy websites	Free
GDPR policies	QEGSMAT/Academy websites	Free
SEND policy	QEGSMAT/Academy website	Free
Equality and diversity policy	QEGSMAT/Academy website	Free
Health and sex education	QEGSMAT/Academy website	Free
Home – Academy agreement	QEGSMAT/Academy website	Free
Curriculum	QEGSMAT/Academy website	Free
Behaviour	QEGSMAT/Academy website	Free

**Lists and registers: Information held in registers required by law and other lists and registers relating to the functions of the Trust.**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Any information the QEGSMAT and Academies are currently required to keep (NB this does not include the attendance register)	Hard copy	Schedule of charges

**The services we offer: Advice and guidance, booklets and leaflets, transactions and media releases and a description of the services offered.**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Prospectuses	Academy websites and hard copy	Free
Out of hours clubs	Academy websites and hard copy	Free
Extra-curricular activities	Academy websites and hard copy	Free
Lettings opportunities	Academy websites and hard copy	Free
Leaflets, newsletters	Academy websites and hard copy	Free

**ANNEX B**

**Schedule of Charges**

<b>Type of charge</b>	<b>Cost</b>	<b>Basis of charge</b>
Photocopying	3p/black & white page A4	
..	10p/colour page A4	
..	20p/page A3	
Postage and delivery	Actual cost of 2 <sup>nd</sup> class postage	
Statutory fees	Admin time at £25/person/hour	Statutory fees

**ANNEX C****Academy Websites**

Castle View Primary School	<a href="http://www.castleviewmatlock.com">www.castleviewmatlock.com</a>
City of Derby Academy	<a href="http://www.cityofderbyacademy.org">www.cityofderbyacademy.org</a>
Queen Elizabeth's Grammar School	<a href="http://www.queenelizabeths.derbyshire.sch.uk">www.queenelizabeths.derbyshire.sch.uk</a>
Springfield Junior School	<a href="http://www.springfield.derbyshire.sch.uk">www.springfield.derbyshire.sch.uk</a>
Waterhouses CE Primary Academy	<a href="http://www.waterhouses.staffs.sch.uk">www.waterhouses.staffs.sch.uk</a>