TRUST IN LEARNING (ACADEMIES)

FREEDOM OF INFORMATION POLICY

Date	Page	Change	Purpose of Change
October 2019		New Policy	

1. Introduction

This document has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Model Publication Scheme in response to Section 19 of the Freedom of Information Act 2000.

The Model Publication Scheme provided by the ICO for schools and academies has been adopted by Trust in Learning (Academies (TiLA) with effect from October 2019.

The Model Publication Scheme provides a list of the information routinely published by academies which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is readily and publicly available from an external website; such information may have been provided either by the Trust or on its behalf. The Trust must provide a direct link to that information
- The information is archived, out of date or otherwise inaccessible, or, it would be impractical or resource-intensive to prepare the material for routine release

If the information is held by another public authority, the Trust will provide details of where to obtain it.

2. Guide to the information available from the Trust under the Publication Scheme

The table at Appendix 1 details the information routinely published. Next to each category of information is indicated the manner in which the information described will be available.

For items not routinely available, TiLA will usually make a charge. This will be calculated on direct labour costs based on the time spent in researching and collecting the information. TiLA will also charge for photocopies or scanned documents and/or the direct cost of putting the information into other requested formats, plus postage if applicable. Charges are included in Appendix 1. In certain circumstances, TiLA may waive the fee at its absolute discretion.

Confirmation of any payment due will be given prior to the information being provided. Payment will generally be requested prior to the provision of the requested information.

3. Written Requests

Information held by TiLA that is not listed in the publication scheme can be requested in writing and will be considered in accordance with the Freedom of Information Act. Please mark all such requests clearly with the words Freedom of Information Request.

Please email requests to dpo@tilacademies.co.uk or send in writing to:

Data Protection Officer/FOI Requests
Trust in Learning (Academies)
Trust House
Teyfant Road
Bristol
BS13 0RG

TiLA's website address is www.tilacademies.co.uk

School website addresses are as follows:-
Bridge Learning Campus
Filton Avenue Primary School
Orchard School Bristol
Parson Street Primary School

Appendix 1

FREEDOM OF INFORMATION PUBLICATION SCHEME (ICO MODEL)

Information to be published	How the information can be obtained	Charge
Class 1 – Who we are and what we do (organisational information, structures and contacts - current information only)		
Who's who in the Trust	TiLA Website	No charge
Who's who on the Board of Directors	TiLA Website	No charge
Articles of Association	TiLA Website	No charge
Contact Details	TiLA Website	No charge
School Prospectus	Individual school websites	No charge
Staffing Structure	TiLA Website and individual school websites	No charge
School session times and term dates	Individual school websites	No charge
Address of schools and contact details including email address	Individual school websites	No charge
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 financial year as a minimum)		
TiLA Annual Report and Accounts	TiLA Website	No charge
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy	Chargeable
Additional funding – income generation schemes and other sources of funding	Hard copy	Chargeable
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process	Hard copy	Chargeable
Use of Pupil Premium Funding	Individual school websites	No charge
Pay Policy	Hard copy	Chargeable
Governors' Allowances	Hard copy	Chargeable
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)		
School profile (if any)	Individual school websites	No charge

		Chargeable for hard copy
And in all cases: • Performance Data supplied to the English Government or a direct link to the data • The latest Ofsted reports • Post inspection action plan	[Department for Education School Performance](#) Individual school websites Hard copy or email	
Performance management policy and procedures adopted by TiLA	Hard copy or email	Chargeable
Performance Data or a direct link to it	Individual school websites	No charge
The Trust's future plans	Hard copy or email	Chargeable
Safeguarding and Child Protection	TiLA Website	No charge
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)	TiLA Website and hard copy or email	Chargeable for hard copy
Agendas and minutes of meetings of the Trust Board and its committees (NB this will exclude information that is properly regarded as private to the meetings)	Hard copy or email	Chargeable
Class 5 – Our policies or procedures (current written protocols and procedures for delivering our services and responsibilities – current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.		
Records management and personal data policies including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	TiLA Website or hard copy or email	Chargeable for hard copy
Charging regimes and policies. 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.	Hard copy or email	Chargeable

Class 6 – Lists and Registers - currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard copy	Chargeable
Disclosure logs	Hard copy	Chargeable
Asset Register	Hard copy	Chargeable
Any information the Trust is currently legally required to hold in publicly available registers	Hard copy	Chargeable
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses – current information only)		
Extra-curricular activities	Individual school websites	No charge
Out of school clubs	Individual school websites	No charge
Services for which the Trust is entitled to recover a fee, together with those fees	Hard copy or email	Chargeable
School publications, leaflets, books and newsletters	Individual school websites	No charge

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 10p per sheet (black and white)	Actual cost plus admin
	Photocopying/printing @ 20p per sheet (colour)	Actual cost plus admin
	Postage	Actual cost of Royal Mail standard second class
Statutory Fee		In accordance with relevant legislation
Staff Costs	Cost of time involved to prepare response - £25 per hour	Flat charge