

FREEDOM OF INFORMATION PUBLICATION SCHEME

Policy created on 6 January 2012 by Katy Williams

Ratified by the OGAT Trust Board December 2014

To be reviewed December 2016 by the OGAT Trust Board

OUTWOOD GRANGE ACADEMIES TRUST

FREEDOM OF INFORMATION PUBLICATION SCHEME

This is the Outwood Grange Academies Trust's publication scheme on information available under the Freedom of Information Act 2000.

The Outwood Grange Academies Trust Board is responsible for the maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect academies to provide in order to meet their commitments under the model publication scheme.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The ICO would expect academies to make the information in this document available unless:

- We do not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions, or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible; or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.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available to you on our website, to download and print off or available in paper form on request from the Academy.

Some information which we may hold may not be public, for example personal information.

This publications scheme confirms to the latest model scheme for Academies approved by the Information Commissioner.

We endeavour to make as much information as possible available online. If any of the information is not available on line, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The Trust does not charge for information that can be accessed from any of its websites. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

2. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Trust by email, fax or letter. Contact details are set out below:

Email: FOIrequests@outwood.com

Fax: +44(0)1924 303 820

Websites: www.grange.outwood.com
www.outwoodacademyadwick.com
www.riponcollege.co.uk
www.outwood.com

Contact address: Outwood Grange Academies Trust, c/o Outwood Grange Academy, Potovens Lane, Outwood, Wakefield, WF1 2PF

To help us process your request quickly, please clearly make any correspondence **“Publication Scheme Request”**.

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the Trust to ask if we have it.

3. Paying for information

Information published on our websites is free, although you may incur costs from your internet service provider. If you do not have Internet access, you can access our websites using a local library or an internet café.

Single copies of information covered by this publications scheme are provided free unless stated otherwise in section 4. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated in the Schedule of Charges box in the table in Section 4 below.

4. Classes of information currently published

Class 1 – who we are and what we do – current information only

	How it can be obtained	Schedule of charges
Instrument of Government <i>A record of the name and category of the Academies and the name and constitution of its Trust Board</i>	Hard copy- contact Company Secretary	£charge
Trust Board <i>The names and contact details of the Directors</i>	Hard copy – contact Company Secretary	Free
Individual Academy Session Times and term dates	Via Academy websites	Free
Location and contact information <i>The address, telephone number and website for the individual academies with the names of key personnel</i>	Via Academy websites	Free

Class 2 – What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.

	How it can be obtained	Schedule of charges
Trust Budget - Budget distributed by the DfE - Annual income and expenditure returns	Hard copy- contact Company Secretary Companies House	£charge
Capital funding and information on related building projects and other capital projects	Hard copy – contact Company Secretary	£charge
Additional Funding	Hard copy – contact	£charge

<i>Income generation and other sources of funding</i>	Company Secretary	
Procurement and Contracts - <i>Procedures for procuring goods and services</i> - <i>Details of contracts that have gone through a formal tendering process</i>	Hard copy – contact Company Secretary	£charge
Staffing Structure	Hard copy – contact Company Secretary	£charge
Governors/Trustees Allowances <i>Allowances and expenses that can be claimed or incurred</i>	Hard copy – contact Company Secretary	£charge

Class 3 – What are our priorities are and how we are doing (*Strategies and plans, performance indicators, audits, inspections and reviews.*) **Current information as a minimum:-**

	How it can be obtained	Schedule of charges
Academy Profile - <i>Government performance data supplied</i> - <i>Latest Ofsted reports</i>	Individual academy websites	Free
Performance Management <i>Policy and procedures adopted by the Trust</i>	Hard copy – contact Company Secretary	£charge
Future Plans <i>Any major proposals for the future of the Trust/Academies</i>	Hard copy – contact Company Secretary	£charge
Every Child Matters/Child Safeguarding <i>Policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State</i>	Hard copy – contact Company Secretary	£charge

Class 4 – How we make decisions. Current and previous three years as a minimum:-

	How it can be obtained	Schedule of charges
<p>Admissions policy/decisions <i>Individual academy admissions arrangements and procedures, together with information about the right of appeal.</i></p>	Individual academy websites	Free
<p>Minutes of the Local Academy Councils and the Trust Board <i>Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting</i></p>	Hard copy – contact Company Secretary	£charge

Class 5 – Our policies and procedures. (Written protocols , policies and procedures for delivering our services and responsibilities.) Current information only.

	How it can be obtained	Schedule of charges
<p>Trust Policies e.g. - Charging and remissions policy - Health and safety - Complaints procedure</p>	Hard copy- contact Company Secretary	£charge
<p>Student and Curriculum Policies - Home-Academy Agreement - Sex Education - SEND Policy - Student Discipline</p>	Hard copy – contact Company Secretary	£charge
<p>Records management and personal data policies</p>	Hard copy – contact Company Secretary	£charge
<p>Equality and diversity <i>Policies, schemes, statements, procedures and guidelines</i></p>	Hard copy – contact Company Secretary	£charge

<i>relating to equal opportunities</i>		
Policies and procedures for the recruitment of staff	Hard copy – contact Company Secretary	£charge
Charging regimes and policies	Hard copy – contact Company Secretary	£charge

Class 6 – Lists and registers (*Currently maintained list and registers only*).

	How it can be obtained	Schedule of charges
Curriculum circulars and statutory instruments <i>Statutory Instruments (for example Regulations)</i>	Hard copy – contact Company Secretary	£charge
Disclosure logs <i>Logs of information provided in response to requests</i>	Hard copy – contact Company Secretary	£charge
Assets register	Hard copy – contact Company Secretary	£charge
Any information the Trust is currently legally required to hold in publicly available registers. <u>NOT INCLUDING ATTENDANCE REGISTERS</u>	Hard copy – contact Company Secretary	£charge
The services individual Academy’s offer e.g. - <i>Extra-curricular activities</i> - <i>Academy publications</i>	Depending on specific information: Individual Academy websites Hard copy – contact Company Secretary	Free £charge

5. Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be address to the Company Secretary, Outwood Grange Academies or email foirequests@outwood.com.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to

made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Enquiry Information Line: 01625 545700

Email: publications@ic-foi.demon.co.uk

Website: www.ico.gov.uk