



# Policy for Freedom of Information

(This policy needs to be viewed alongside the Policy for Data Protection)



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

This publication scheme is adopted in accordance with Section 19 of the Freedom of Information Act 2000, which requires all public authorities to adopt, maintain and publish a publication scheme.

This publication scheme commits the Ad Meliora Academy 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 the Ad Meliora Academy Trust.

The scheme commits the Ad Meliora Academy Trust to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Ad Meliora Academy Trust and falls within the classifications below.
- specify the information which is held by the Ad Meliora Academy Trust 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.
- the Trust will review this publication scheme annually or sooner if required by law.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.

### 2 Classes of Information

Classes of information follow the ICO Model Publication Scheme, including:

Who we are and what we do	Organisational information, locations and contacts, constitutional 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, inspections and reviews.
How we make decisions.	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures	Current written protocols for delivering our functions and responsibilities.
Lists and registers	Information held in registers required by law and other lists and registers relating to the functions of the authority.
The services we offer.	Advice and guidance, booklets and leaflets, transactions and media releases. 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.
- 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.

### **3 The method by which information published under this scheme will be made available**

The Ad Meliora Academy Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Ad Meliora Academy Trust, information will be provided on our 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, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be 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 will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Information will be provided in accessible formats upon request, in line with the Equality Act 2010.

### **4 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. Charges made by the Ad Meliora Academy Trust for routinely published material will be justified and transparent and kept to a minimum. 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 will comply with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. They 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.

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.

## **5 Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

The Trust will respond to FOI requests within 20 working days, as required by the Freedom of Information Act 2000

## **6 Contact Details**

If you require a paper version of any information, or want to ask whether information is available, please contact the Ad Meliora Academy Trust by telephone, email or by letter. FOI requests may be submitted via email, web form, or post.

Contact: [janet.mcgahren@admtrust.org.uk](mailto:janet.mcgahren@admtrust.org.uk) or telephone 01553 772018.

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme **(and isn't on our website)**, you can still contact the Ad Meliora Academy Trust 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.

## 7 Freedom of Information Guide to information available from the Ad Meliora Academy Trust under this scheme.

The Trust maintains an FOI Guide to Information consistent with the ICO Model Publication Scheme (Schools)

Class of information	Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do (Organisational information, structures, locations and contacts)</b> This will be current information only and available in hard copy and/or website	Academy Funding Agreement – a link to the document on the DfE website	On the Ad Meliora website	Nil
	Academy Order (if applicable)	By request	Nil
	Academies staff and structure – names of key personnel	On each Academy’s website	Nil
	Board of Directors – names and contact details and the basis of their appointment	On the Ad Meliora website	Nil
	Academies session times, term dates and holidays	On each Academy’s website	Nil
	Location and contact information – address, telephone number and website	On each Academy’s website	Nil
	Contact details for the Academy Headteacher and the Academy Committees	On each Academy’s website	Nil
	Academy information	On each Academy’s website	Nil
End of Key Stage results – a link to the data on the DfE website	On each Academy’s website	Nil	
Class of information	Information to be published	How the information can be obtained	Charge
<b>What we spend and how we spend it -</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Note: This should be a minimum of current and the previous two years financial years	Annual budget plan and financial statements	Financial statements on the Ad Meliora website. Other budget plans by request.	None
	Capital funding – details of capital funding allocated to the academies along with information on related building projects and other capital projects.	By request	According to FOI policy
	Additional funding – Income generation schemes and other sources of funding.	By request	According to FOI policy
	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.	By request	According to FOI policy

	Staffing and grading structure.	By request	According to FOI policy
	Pay policy – a statement of the Trust’s policy regarding teachers’ pay.	By request	According to FOI policy
	Directors’ allowances – details of allowances and expenses that can be claimed or incurred.	Ad Meliora Academy Trust website	None
<b>Class of information</b>	<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews	Academies profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report</li> </ul>	On each academy website	None
	Performance management information	By request	According to FOI policy
	Academies’ future plans – any major proposals on safeguarding and promoting the welfare of children.	By request	According to FOI policy
	Child protection – policies and procedures on safeguarding and promoting the welfare of children.	On the Ad Meliora Trust website and each academy website	None
<b>Class of information</b>	<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>How we make decisions</b> Processes and records of decisions Current and previous three years as a minimum	Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	On each Academy’s website	None
	Board of Directors’ meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	By request	According to FOI policy

Class of information	Information to be published	How the information can be obtained	Charge
<p><b>Our Policies and Procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	<p>Academies' policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff Code of Conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	A number of policies are on each Academy's website, otherwise by request	None
	<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Equality</li> <li>• Collective worship</li> <li>• Behaviour</li> </ul>	All on each academy's website	None
	<p>Records management and personal data policies:</p> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	On the Ad Meliora website or otherwise by request	None
	Policy relating to equal opportunities and the recruitment of staff – details of vacancies should be included	By request	According to FOI policy
	<p>Charging Regimes and Policies:</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of: -</p> <ul style="list-style-type: none"> <li>• charges made for information routinely published.</li> <li>• cost for information - basis on which they are made and calculated.</li> </ul>	Charging and Remissions Policy on each academy website	None

Class of information	Information to be published	How the information can be obtained	Charge
<b>Lists and Registers</b> Currently maintained lists and registers only	Curriculum circulars and statutory instruments	By request	According to FOI policy
	Disclosure logs	By request	According to FOI policy
	Asset register	By request	According to FOI policy
	Any information the academies are currently legally required to hold in publicly available registers	By request	According to FOI policy
Class of information	Information to be published	How the information can be obtained	Charge
<b>The services we offer</b> Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Extra-curricular activities	Academy website	Nil
	Out of school clubs	Academy website	Nil
	Academies' publications	Academy website and occasional hard copy to parents/carers	Nil
	Services for which the academies are entitled to recover a fee, together with those fees	Charging and Remissions Policy on academy websites	Nil
	Leaflets, booklets and newsletters	Academy Website	Nil

FOI requests and responses are retained for 3 years in line with ICO guidance.

#### Appendix 1: Academy Websites

Greenpark Academy	<a href="http://www.greenpark.norfolk.sch.uk">www.greenpark.norfolk.sch.uk</a>
Blenheim Park Academy	<a href="http://www.blenheimpark.norfolk.sch.uk">www.blenheimpark.norfolk.sch.uk</a>
Reffley Park Academy	<a href="http://www.reffley.norfolk.sch.uk">www.reffley.norfolk.sch.uk</a>
Ad Meliora Academy Trust	<a href="http://www.admelioracademytrust.org.uk">www.admelioracademytrust.org.uk</a>