

TRINITY ACADEMY NEWCASTLE TRUST

Freedom of Information Policy, ICO Publication

Scheme & Information Guide

Approved by the committee – March 2024

On behalf of the Board

Next Review Date – March 2026

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1. Introduction

Trinity Academy Newcastle Trust (The Trust) is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing requests.

2. Background

The Freedom of Information Act 2000 (Fol) came fully into force on January 1 2005. Under the Act, 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, and to receive a copy, subject to certain exemptions.

The information which the Trust routinely makes available to the public is included in the Publication Scheme. Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

The Act is fully retrospective, so that any past records which the academy holds are covered by the Act. The DfES has issued a Retention Schedule produced by the Records Management Society of Great Britain, to guide the Trust on how long they should keep academy records. It is an offence to willfully conceal, damage or destroy information in order to avoid responding to an enquiry, so it is important that no records that are the subject of an enquiry are amended or destroyed.

Requests under Fol can be addressed to anyone in the Trust; so all staff need to be aware of the process for dealing with requests. Requests must be made in writing, (including email), and should include the enquirers name and correspondence address, and state what information they require. They do not have to mention the Act, nor do they have to say why they want the information. There is a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply. There is no need to collect data in specific response to an Fol enquiry. There is a time limit of 20 days excluding academy holidays for responding to the request.

3. Scope

The Fol Act joins the Data Protection Act and the Environmental Information Regulations as legislation under which anyone is entitled to request information from the academy.

Requests for personal data are still covered by the Data Protection Act. (DPA). Individuals can request to see what information the academy holds about them. This is known as a Subject Access Request, and must be dealt with accordingly.

Requests for information about anything relating to the environment – such as air, water, land, the natural world or the built environment and any factor or measure affecting these – are covered by the Environmental Information Regulations (EIR). They also cover issues relating to Health and Safety. For example queries about chemicals used in the academy or on academy land, phone masts, car parks etc. would all be covered by the EIR. Requests under EIR are dealt with in the same way as those under FoIA, but unlike FoIA requests, they do not need to be written and can be verbal.

If any element of a request to the academy includes personal or environmental information, these elements must be dealt with under DPA or EIR. Any other information is a request under FoIA, and must be dealt with accordingly.

4. Obligations and Duties

The Trust recognises its duty to:

- provide advice and assistance to anyone requesting information. *We will respond to straightforward verbal requests for information, and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act.*
- tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny), and provide access to the information we hold in accordance with the procedures laid down in Appendix 1.

5. Publication Scheme

The Trust has adopted the Model Publication Scheme for Trusts approved by the Information Commissioner.

The Publication Scheme and the materials it covers will be readily available from the Trust.

6. Dealing with Requests

We will respond to all requests in accordance with the procedures laid down in the publication scheme.

We will ensure that all staff are aware of the procedures.

7. Exemptions

Certain information is subject to either absolute or qualified exemptions.

When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information.

We will maintain a register of requests where we have refused to supply information, and the reasons for the refusal. The register will be retained for 5 years.

8. Public Interest Test

Unless it is in the public interest to withhold information, it has to be released. We will apply the Public Interest Test before any qualified exemptions are applied.

9. Charging

We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450.

10. Responsibilities

Responsibility for compliance with the FoIA has been delegated to the CEO by the Board of Directors.

All requests should be directed to the Head of School (Business) in the first instance.

11. Complaints

Any comments or complaints will be dealt with through the Trust's normal Complaints procedure.

We will aim to determine all complaints within 10 working days of receipt. We will publish information on our success rate in meeting this target. The academy will maintain records of all complaints and their outcome.

If on investigation the Trusts original decision is upheld, then the Trust has a duty to inform the complainant of their right to appeal to the Information Commissioner's office.

Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

FOI/EIR Complaints Resolution
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Signed on behalf of the Board:

Peter Carter (Chairperson of the Board)

Date: March 2024

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This 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 which 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 any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to 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 public

authority 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

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.

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

The authority 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 a public authority, information will 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, a public authority 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.

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 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 authority 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 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 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 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.

Information available from **Trinity Academy Newcastle MAT** under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	<p>Website: www.tanmat.org</p> <p>Hard copy: available upon request - contact school</p>	5p
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>Website: www.tanmat.org</p> <p>Hard copy: available upon request - contact school</p>	5p
<p>Head teacher's contact details</p>	<p>Website: www.tanmat.org</p> <p>Hard copy: available upon request - contact school</p>	5p
<p>Who's who in the school/academy</p>	<p>Website: www.tanmat.org</p> <p>Hard copy: available upon request - contact school</p>	5p

Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
For academies: Trustees' contact details	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
For academies: Trustee who's who	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
Instrument of Government / Articles of Association	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
School/academy prospectus	Website: www.tanmat.org	5p
School/Academy session times and term dates	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
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 financial year as a minimum	Hard copy: available upon request - contact school	5p
Annual budget and financial statements	Hard copy: available upon request - contact school	5p
For academies: Annual accounts	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
Capital funding	Hard copy: available upon request - contact school	5p

Financial Audits reports	Hard copy: available upon request - contact school	5p
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy: available upon request - contact school	5p
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy: available upon request - contact school	5p
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available upon request - contact school	5p
For academies: Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Hard copy: available upon request - contact school	5p
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available upon request - contact school	5p
Procurement and contracts we have entered into	Hard copy: available upon request - contact school	5p
Details of any premiums we receive such as Pupil premium.	Website: www.tanmat.org	5p

	Hard copy: available upon request - contact school	
<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>	<p>Website: www.tanmat.org</p> <p>Hard copy: available upon request - contact school</p>	5p
Annual Report	<p>Website: www.tanmat.org</p> <p>Hard copy: available upon request - contact school</p>	5p
<p>Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (<i>delete as appropriate</i>)</p> <ul style="list-style-type: none"> - Summary - Full report - Post-inspection action plan 	<p>Website: www.tanmat.org</p> <p>Hard copy: available upon request - contact school</p>	5p
Exam and assessment results	<p>Website: www.tanmat.org</p> <p>Hard copy: available upon request - contact school</p>	5p
Performance tables	Website: www.tanmat.org	5p

	Hard copy: available upon request - contact school	
Careers programme information	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
Class 4 – How we make decisions Decision making processes and records of decisions		5p

Current and previous three years as a minimum	Hard copy: available upon request - contact school	
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy: available upon request - contact school	5p
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
Safeguarding and child protection, including protecting children's personal data	Website: www.tanmat.org	5p

	Hard copy: available upon request - contact school	
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
Policies and procedures relating to recruitment and human resources	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
Special educational needs	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
Pay Policy	Hard copy: available upon request - contact school	5p
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Hard copy: available upon request - contact school	5p

Charging regimes and policies	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Hard copy: available upon request - contact school	5p
Curriculum circulars and statutory instruments	Website: www.tanmat.org Hard copy: available upon request - contact school	5p
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy: available upon request - contact school	5p
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy: available upon request - contact school	5p
Asset register and Information Asset register	Hard copy: available upon request - contact school	5p
Any information we are currently legally required to	Hard copy: available upon request - contact school	5p

hold in publicly available registers		
<p>Class 7 – The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>	<p>Website: www.tanmat.org</p> <p>Hard copy: available upon request - contact school</p>	5p
Extra-curricular activities	<p>Website: www.tanmat.org</p> <p>Hard copy: available upon request - contact school</p>	5p
Out of school/academy clubs	<p>Website: www.tanmat.org</p> <p>Hard copy: available upon request - contact school</p>	5p
Services for which we are entitled to recover a fee, together with those fees	<p>Hard copy: available upon request - contact school</p>	5p
Requests for paper copies of information	<p>Hard copy: available upon request - contact school</p>	5p
Our publications, leaflets, books and newsletters	<p>Website: www.tanmat.org</p> <p>Hard copy: available upon request - contact school</p>	5p
<p>Additional Information</p> <p>Any information that is not itemised in the lists above</p>	<p>Hard copy: available upon request - contact school</p>	5p

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost * 5p
	Photocopying @ ..p per sheet (colour)	Actual cost 5p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred