

## Freedom of Information Publication Scheme

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## FREEDOM OF INFORMATION PUBLICATION SCHEME

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This is Future Academies' publication scheme on information available under the Freedom of Information Act 2000.

Future Academies 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- The information is archived, out of date or otherwise inaccessible; or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 held about employees and students.

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 online, 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. Requesting information**

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

Email: [info@futureacademies.org](mailto:info@futureacademies.org)

Website: [www.futureacademies.org](http://www.futureacademies.org)

Contact address: Future Academies, Pimlico Academy, Lupus Street, London SW1V 3AT

To help us process your request quickly, please clearly mark any correspondence “**FOI 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.

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.

## **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 publication 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, or a member of staff will have to spend a significant time preparing the request we will let you know the cost before fulfilling your request.

#### 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
<b>Instrument of Government</b>  <i>A record of the name and category of the Academies and the name and constitution of its Trust Board</i>	Hard copy – contact Governance and Compliance Officer	£charge
<b>Trust Board</b>  <i>The names and contact details of the Directors</i>	Hard copy – contact Governance and Compliance Officer	Free
<b>Individual Academy Session Times and term dates</b>	Via Academy websites	Free
<b>Location and contact information</b>	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
<b>Trust budget</b>  <ul style="list-style-type: none"> <li>- <i>Budget distributed by the DfE</i></li> <li>- <i>Annual income and expenditure returns</i></li> </ul>	Hard copy- contact Governance and Compliance Officer  Companies House website, Trust website	£charge
<b>Capital funding and information on related building projects and other capital projects</b>	Hard copy – contact Governance and Compliance Officer	£charge

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

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

	<b>How it can be obtained</b>	<b>Schedule of charges</b>
<b>Academy Profile</b> - <i>Government supplied performance data</i> - <i>Latest Ofsted reports</i>	Individual academy websites	Free
<b>Performance Management</b> <i>Policy and procedures adopted by the Trust</i>	Hard copy – contact Governance and Compliance Officer	£charge
<b>Future Plans</b> <i>Any major proposals for the future of the Trust/Academies</i>	Hard copy – contact Governance and Compliance Officer	£charge

<p><b>Child safeguarding</b></p> <p><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></p>	<p>Policies available on individual academy websites</p>	<p>Free</p>
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**Class 4 – How we make decisions** – Current and previous three years as a minimum

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

**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><b>Trust policies e.g.</b></p> <ul style="list-style-type: none"> <li>- <i>Charging and Remissions Policy</i></li> <li>- <i>Health and Safety Policy</i></li> <li>- <i>Complaints Procedure</i></li> </ul>	<p>Via Trust website</p>	<p>Free</p>

<b>Student and Curriculum Policies</b>  <ul style="list-style-type: none"> <li>- <i>Home-school Agreement</i></li> <li>- <i>Sex Education</i></li> <li>- <i>SEND Policy</i></li> <li>- <i>Student Discipline</i></li> </ul>	Hard copy – contact Governance and Compliance Officer  Some available on individual academy websites. Others available by contacting Governance and Compliance Officer	£charge
<b>Records management and personal data policies</b>	Hard copy – contact Governance and Compliance Officer	£charge
<b>Equality and diversity</b>  <i>Policies, schemes, statements, procedures and guidelines relating to equal opportunities.</i>	Hard copy – contact Governance and Compliance Officer	£charge
<b>Policies and procedures for the recruitment of staff</b>	Hard copy – contact Governance and Compliance Officer	£charge
<b>Charging regimes and policies</b>	Hard copy – contact Governance and Compliance Officer	£charge

**Class 6 – Lists and registers** – current maintained list and registered only.

	<b>How it can be obtained</b>	<b>Schedule of charges</b>
<b>Curriculum circulars and statutory instruments</b>  <i>Statutory Instruments (for example regulations)</i>	Hard copy – contact Governance and Compliance Officer	£charge
<b>Disclosure logs</b>  <i>Logs of information provided in response to requests</i>	Hard copy – contact Governance and Compliance Officer	£charge
<b>Assets Register</b>	Hard copy – contact Governance and Compliance Officer	£charge

<b>Any information the Trust is currently legally required to hold in publicly available registers, not including attendance registers.</b>	Hard copy – contact Governance and Compliance Officer	£charge
<b>The services individual Academies offer e.g.</b>  - <i>Extra-curricular activities</i> - <i>Academy publications</i>	Depending on specific information:  Individual Academy websites  Hard copy – contact Governance and Compliance Officer	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 addressed to the Governance and Compliance Officer, Future Academies, Pimlico Academy, Lupus Street, London SW1V 3AT or email [info@futureacademies.org](mailto:info@futureacademies.org).

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 be 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](mailto:publications@ic-foi.demon.co.uk)**

**Website: [www.ico.gov.uk](http://www.ico.gov.uk)**