



## Guide to information available from Academies within the LIFE Education Trust under the Freedom of Information Act Publication Scheme

### Introduction

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.

### **Methods by which information is Published under this Scheme**

The Academies in the LIFE Education Trust comply with the DfE Freedom of Information Act model publication scheme for academies by following the table below, which identifies the information which meets the requirements of the Information Commissioner.

Guide to Information Available from ..... (Name of Academy)

Information to be published	How the information can be obtained	Cost
<b>Who we are and what we do.</b> Organisational information, locations and contacts, constitutional and legal governance.		
Multi Academy Funding Agreement and Academy Supplemental Funding Agreement - a link to the document on the Department for Education's website	Trust website <a href="https://www.lifeeducationtrust.com/governance/governance-documents">https://www.lifeeducationtrust.com/governance/governance-documents</a>	
Academy Order	Academy website	
Academy staff and structure – names of key personnel	Academy website	
Local Governing Body – names and contact details of the Governors and the basis of their appointment	Academy website	
Location and contact information – address, telephone number and website	Academy website	
Contact details of the Headteacher	Academy website	
Academy prospectus	Academy website	
Academy session times and term dates	Academy website	
KS2 (Primary) or GCSE (Secondary) results (link to the data on the DfE website)	Link to DfE website on Academy website	
MAT Members and Directors – names and details	Trust website <a href="https://www.lifeeducationtrust.com/governance/board-of-directors">https://www.lifeeducationtrust.com/governance/board-of-directors</a>	
<b>What we spend and how we spend it.</b> Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.		
Financial Statements	Trust website <a href="https://www.lifeeducationtrust.com/governance/governance-documents">https://www.lifeeducationtrust.com/governance/governance-documents</a>	
Capital Funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard Copy from Academy	
Additional funding – income generation schemes and other sources of funding	Hard Copy from Academy	
Procurement and projects – Details of procedures used for the acquisition of goods and services: Trust Financial Procedures Manual	Trust website <a href="https://www.lifeeducationtrust.com/governance/governance-documents">https://www.lifeeducationtrust.com/governance/governance-documents</a>	
Details of contracts that have gone through formal tendering processes	Hard Copy for details of specific contracts from Academy	
Staffing and grading structure	Hard Copy from Academy	
Pay Policy – a statement of the academy's policy on procedures regarding teachers' pay	Academy website	
Governors' Allowances – Details of allowances and expenses that can be claimed or incurred if	Academy website Trust website	

there are any	<a href="https://www.lifeeducationtrust.com/governance/governance-documents">https://www.lifeeducationtrust.com/governance/governance-documents</a>	
<b>What our priorities are and how we are doing.</b> Strategy and performance information, plans, assessments, inspections and reviews.		
School profile		
Government supplied performance data	Link to DfE website on Academy website	
Latest Ofsted Report – summary and full report	Academy website	
Performance Management Policy and Procedures	Academy website	
Academy's future plans – any major proposals	Hard Copy from Academy	
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	Academy website Trust website <a href="https://www.lifeeducationtrust.com/governance/governance-documents">https://www.lifeeducationtrust.com/governance/governance-documents</a>	
<b>How we make decisions.</b> Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.		
Admissions Policy – arrangements and procedures and right of appeal Information on application numbers and number of successful applicants by each oversubscription criteria	Academy Website  Hard Copy from Academy	
Agendas of meetings of the Local Governing Body	Hard Copy from Academy	
Minutes of meetings (as above) nb this will exclude information that is properly regarded as private to the meetings	Hard Copy from Academy	
Agendas of meetings of the Trust Board of Directors and its Committees	Hard Copy from Clerk to the Board	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings	Hard Copy from Clerk to the Board	
<b>Our policies and procedures.</b> Current written protocols for delivering our functions and responsibilities.		
School Policies including: <ul style="list-style-type: none"> <li>• Charging Policy</li> <li>• Health &amp; Safety &amp; Risk Management</li> <li>• Complaints Procedure</li> <li>• Staff Code of Conduct Policy</li> <li>• Discipline and Grievance Policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> </ul>	<ul style="list-style-type: none"> <li>• Academy website</li> <li>• Academy website</li> <li>• Academy website</li> <li>• Academy website</li> <li>• Academy website</li> <li>• Academy website</li> <li>• Hard Copy from Academy</li> <li>• Part of Data Protection Policy</li> </ul>	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home school agreements</li> <li>• Curriculum</li> <li>• Sex Education</li> </ul>	<ul style="list-style-type: none"> <li>• Academy website</li> <li>• Academy website</li> <li>• Academy website</li> </ul>	

<ul style="list-style-type: none"> <li>• Special Educational Needs</li> <li>• Accessibility</li> <li>• Collective Worship</li> <li>• Careers Education (Secondary)</li> <li>• Behaviour including Anti-Bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Academy website</li> <li>• Academy website</li> <li>• Academy website</li> <li>• Academy website</li> <li>• Academy website</li> </ul>	
Records management and personal data policies including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records Retention Schedule</li> <li>• Data protection (including information sharing policies)</li> </ul>	<ul style="list-style-type: none"> <li>• Academy website (included in Data Protection Policy)</li> <li>• Academy website</li> <li>• Academy website</li> </ul>	
Equality and Diversity  (Policies, schemes, statements procedures and guidelines relating to equal opportunities including Race Equality)  Procedures for the recruitment of staff  Recruitment statement and details of vacancies for staff	Academy website  Academy website Trust website <a href="https://www.lifeeducationtrust.com/governance/governance-documents">https://www.lifeeducationtrust.com/governance/governance-documents</a>  Academy website	
<b>Lists and registers.</b> Information held in registers required by law and other lists and registers relating to the functions of the authority.		
Curriculum circulars and statutory instruments	Hard Copy from Academy	
Disclosure logs	Inspection only by appointment with the Academy Headteacher	
Asset register	Hard copy from Academy	
Any information the school is currently legally required to hold in publicly available registers	Hard copy from Academy or inspection only by appointment with the Academy Headteacher	
<b>The services we offer.</b> Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.		
Extra-curricular activities	Academy website	
Out of school clubs	Academy website	
School publications	Academy website	
Services for which the school is entitled to recover a fee, together with those fees	Academy website	
Leaflets, books and newsletters	Academy website and Hard Copy	

Contact:  
Business & Development Manager  
LIFE Education Trust  
Brentwood Road, Romford RM1 2RR

Headteacher  
(Name:.....)  
Name and address of individual Academy

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is required to be published as part of the guide

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
<b>Disbursement cost</b>	Photocopying/printing	@ current cost per sheet as per photo copier contract
	Postage	Actual cost of postage standard 2 <sup>nd</sup> class or special delivery where required
<b>Statutory Fee</b>		In accordance with the relevant legislation