

The Crabtree Academy Trust

Crabtree Lane, Harpenden, Herts. AL5 5PU



Crabtree Infants' School
Headteacher: Mrs Sally Patrick

Crabtree Junior School
Headteacher Mr Ian Patrick

Freedom of Information, including Publication Scheme

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The Board of Directors shall conduct the Trust with a view to promoting high standards of educational achievement.

Crabtree Academy Trust is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

The Crabtree Schools will promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and will actively challenge pupils, staff or parents expressing opinions contrary to fundamental British Values, including 'extremist' views.

Version	Date	Notes
V1.0	24/06/2015	Approved by Resources Committee
V2.0	23/03/17	Minor changes from B Manager to Office Manager

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1 Freedom of Information Act (FoIA)

The Crabtree Academy Trust understands that the FoIA:

- Provides a general right of access to anyone to information held by the school, subject to certain conditions and exemptions (for example personal information, information provided in confidence and some commercial information can be restricted), although the majority of exemptions are dependent on whether disclosure is in the public interest;
- **All** recorded information is covered and the Act is fully retrospective;

The general assumption is that information should be made available on request rather than should not be made available

The FoIA does not give individuals access to their personal information, though if a request is made, the Data Protection Act gives the individual this right. If the individual chooses to make this information public it could be used alongside non-personal information gained by the public under the terms of the FoIA.

In accordance with the requirements of the FoIA, the Crabtree Academy Trust has adopted a Publication Scheme, published in Section 2. The Scheme is updated at least annually to take account of revisions to available documents. *All references in the Publication Scheme to the "Crabtree Academy Trust" or "Trust" shall be taken to mean the Trust or Crabtree Junior and Crabtree Infants' Schools.*

All requests for information under the FoIA shall be notified to the Headteacher and shall be dealt with within 20 working days.

Documents created and maintained by the Crabtree Academy Trust in the course of its business are kept in accordance with the Retention Guidelines for Schools, issued by the Records Management Society of Great Britain Local Government Group (Version 4: May 2012).

Pupil workbooks

Pupil workbooks are available for viewing by parents at all formal consultations. Parents may have access to workbooks at other times but this must be on school premises. Requests to remove pupils' work from the school premises during the academic year will be denied. Should parents wish to have copies of school work, the school reserves the right to charge for the cost of photocopies (including time) if a significant amount of copying is requested.

2 Publication Scheme

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

Publication Scheme

This publication scheme commits Crabtree 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 Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Crabtree Academy Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which is held by the Trust 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 Trust 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 Trust that has been requested, and any updated versions it holds, unless the Trust 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 Crabtree Academy Trust is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are 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 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 Crabtree Academy Trust, 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, the Trust 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 the Trust 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 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 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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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 the Crabtree Academy Trust 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.

Appendix: Classes of information published by The Crabtree Academy Trust

Websites:

Crabtree Academy Trust www.crabtreeacademytrust.co.uk

Crabtree Infants' School www.crabtreeinfants.herts.sch.uk

Crabtree Junior School www.crabtreejm.herts.sch.uk

Documents available by request will be provided electronically wherever possible.

Where hard copies are required, no charge will normally be made for providing copies of single documents. However, where a £ symbol is shown in the cost column, if multiple documents are requested, a charge may be made to cover the cost of photocopying (including a time element if the photocopying involves more than 20 minutes of staff time).

Classes of information to be published	How the information can be obtained	Cost
Who we are and what we do Organisational information, locations and contacts, constitutional and legal governance.		
Articles of Association	Copy available by request to Crabtree Infants' School Office	
School prospectus	School websites; hard copy available on request from school offices	
Outline of the school curriculum	School websites	
The names of the Directors and governors and the basis on which they have been appointed and details of how to contact them:		
Board of Directors	Academy Trust website	
Governing Bodies	School websites	
School session times and term dates	School websites	
Location and contact information Address, telephone number, email address and website for the schools, together with the names of key personnel.	School websites	

What we spend and how we spend it		
Financial information for the current and previous two financial years relating to projected and actual income and expenditure, tendering, procurement and contracts.		
Financial statements / annual income and expenditure returns.	Financial Accounts for the Academy Trust published at www.crabtreeacademytrust.co.uk	£
Annual budget plan	Budget information may be requested from the school offices	£
Details of items of expenditure over £5000 , including costs, supplier and transaction information.	Available from the Office Manager, on request.	
Capital funding Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects.	Available from the Office Manager, on request.	
Financial audit reports	Available from Crabtree Infants' School Office on request	£
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.	Finance policy available from Crabtree Junior School Office on request.	
Pay policy The statement of the Trust's policy and procedures regarding teachers' pay.	Available from Crabtree Junior School Office on request.	
Staff allowances and expenses Details of the allowances and expenses that can be incurred or claimed.	Available from the Office Manager, on request.	
Staff pay and grading structures	Staff lists are given on the school website. School staffing structures available from the Office Manager, on request.	
Governors' allowances	Policy available from Crabtree Junior School Office on request.	

What our priorities are and how we are doing		
Current information relating to strategies and plans, performance indicators, audits, inspections and reviews.		
Performance data supplied to the government	Available from the Headteachers, on request	£
Latest Ofsted report	School websites or http://reports.ofsted.gov.uk/	
Performance management information	Available from Crabtree Junior School Office on request.	
Performance management policy and procedures adopted by the governing body.		
The school's future plans	Available from the Office Manager , on request.	£
Any major proposals for the future of the schools		
Safeguarding and child protection	Child Protection and Safer Recruitment policies available on school websites	
The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State		
How we make decisions		
Policy proposals and decisions for the current and previous three years. Decision making processes, internal criteria and procedures, consultations		
Admissions policy / decisions	School websites.	
The school's admission arrangements and procedures, together with information about the right of appeal.	For information on application numbers/patterns of successful applicants, contact HCC Admissions and Transport Customer Services Team 0300 123 4043.	
Minutes of meetings of the Trust Board, its committees and sub-committees	Minutes of meetings of the Academy Trust and of Crabtree Infants' School Governing Body available on request from Crabtree Infants' School.	£
	Minutes of meetings of Crabtree Junior School Governing Body available on request from Crabtree Junior School.	

Our policies and procedures Current written protocols for delivering our functions and responsibilities.		
School policies	Statutory policies available on school websites Other policies available on request from Crabtree Junior School office.	
Records management and personal data policies This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.	Available on request from Crabtree Junior School office.	
Equality statement	School websites	
Policies and procedures for the recruitment of staff	Safer recruitment policy available on school websites Vacancies advertised at www.teachinherts.com	
Lists and registers Information held in registers required by law and other currently maintained lists and registers relating to the functions of the Trust.		
Curriculum circulars and statutory instruments Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing Body concerning the curriculum.	Available on the DfE website	£
Disclosure logs If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.	Available from the Headteachers on request.	
Asset register We would expect some information from capital asset registers to be available, if such registers are held.	Available on request from the School Office Manager.	
Any information the school is currently legally required to hold in publicly available registers	Available from the School Office Manager/School Offices on request.	£
The services we offer		
Newsletters	School websites	
Clubs	School websites	
Extended services	School websites Jousters leaflet available from school offices	

School premises hire	School websites Further information available from Office Managers	
Parents' Association	School websites	