



# Freedom of Information Publication Scheme

Last reviewed: May 2018

This document applies to all academies and operations of the Vale Academy Trust. The following related document(s) can be found on the Trust's website: [www.vale-academy.org](http://www.vale-academy.org)

- Freedom of Information Policy

Document Control			
Review period	24 Months	Next review	February 2020
Owner	Information Team	Approver	Board of Directors
Category	Public	Type	Global

Vale Academy Trust (the “Trust”) and its academies are committed to making information about its operation and organisation generally available to the public, either through published documents (including those published on the Trust’s and its academies’ websites), or upon request.

In accordance with the Freedom of Information Act 2000, the Trust is required to have an approved Publication Scheme. The Trust has adopted the Model Publication Scheme prepared and approved by the Information Commissioner, see Appendix 1.

The Model Publication Scheme may be adopted without modification by any public authority without further approval and will be valid until further notice.

In addition to the Model Publication Scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the Scheme. This information can be found in the Schedule of Available Information, see Appendix 2.

## **HOW TO ACCESS INFORMATION**

The Trust will make available the information it holds whether or not listed in the Publication Scheme unless the information is identified as not being available under one of the exemptions provided for by the legislation.

Requests for information must be made in writing, by email or letter, to the Trust’s Information Team, and should include the enquirers name and correspondence address, state what information is required and marked ‘Publication Scheme Request’:

By email: [InformationTeam@vale-academy.org](mailto:InformationTeam@vale-academy.org)

By letter: Information Team  
Vale Academy Trust  
The Studio, St Mary’s Convent  
Denchworth Road  
Wantage OX12 9AU

## **COMPLAINTS**

If you are unhappy with the response you receive to your request, you should contact the Trust by email or letter at the address given above.

If you are unhappy with the response to your complaint, you may ask the Trust to carry out an internal review by writing to the Chair of the Board of Directors at the address given above. Your complaint or request for an internal review should be made within 40 days of the receipt of the original response and the Trust will reply within 20 working days of receipt.

If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Information Commissioners Office. Their contact

information can be found on their website: <http://www.ico.gov.uk>

**FURTHER INFORMATION.**

More information about the Freedom of Information Act is available on the Information Commissioner's Office website at: <http://www.ico.gov.uk>.

## **APPENDIX 1: PUBLICATION SCHEME**

This Publication Scheme commits the 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 set out below, where this information is held by the Trust and its academies. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Scheme commits the Trust and its academies:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and its academies and falls within the classifications below.
- To specify the information which is held by the Trust and its academies 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 and its academies 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.

**The Information we provide falls into the following categories:**

### **CLASS 1 - Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **CLASS 2 - What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **CLASS 3 - What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **CLASS 4 - How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

## **CLASS 5 - Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

## **CLASS - 6 Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the Trust and its academies.

## **CLASS 7 - The services we offer.**

Information about the services the Trust and its academies provide including leaflets, guidance, and newsletters.

### **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 the Trust and its academies, information will be provided on one or more websites. 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 and its academies will indicate how information can be obtained by other means and provide it by those means - see Appendix 2 Schedule of Available Information.

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 and its academies are legally required to translate any information, this will be done.

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 and its academies for routinely published material will be justified and transparent and kept to a minimum. For details of charging, please refer to the document 'Freedom of Information Policy', which can be found on the Trust's website: [www.vale-academy.org](http://www.vale-academy.org)

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.

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 Trust and its academies 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 2 – SCHEDULE OF AVAILABLE INFORMATION

Information available from the Trust and its academies under the Publication Scheme.

<b>CLASS 1 - WHO WE ARE AND WHAT WE DO</b>	<b>Available from</b>	<b>Charge</b>
Multi-Academy Trust Funding Agreement	Trust website	Free
Memorandum and Articles of Association of Trust	Trust website	Free
Details of the Directors of the Trust and their experience.	Trust website	Free
The name of the Chair of the Board of Directors and contact details.	Trust website	Free
Names of key personnel in the Trust, including the Chief Executive	Trust website	Free
The name of the Chair of the Local Governing Body of each academy and his/her contact details.	Academy websites	Free
A list of Governors on each academy Local Governing Body	Academy websites	Free
Names of key personnel in each academy	Academy websites	Free
The Trust Values and Ethos Statement	Trust website	Free
Academy session times, term dates and holidays	Academy websites	Free
Locations, contact information, addresses, telephone numbers and email addresses	Trust & academy websites	Free
Academy Prospectus	Academy websites	Free
Results – including Ofsted reports	Academy websites	Free
The remit and terms of reference of the Board and its committees (Scheme of Delegation)	Trust website	Free
A list of governors that have served on Local Governing Bodies and Directors that have served on the Board in the last academic year and their declared interests	Trust website & academy websites	Free
The attendance records of directors at Board meetings in the last academic year	Trust website in the Annual Report & Financial Statements	Free
The attendance records of governors at Local Governing Body meetings in the last academic year	Academy websites	Free

<b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b>	<b>Available from</b>	<b>Charge</b>
Trust Annual Report and Financial Statements – containing details of various funding and income streams, expenditure types and audit reports	Trust website	Free
The amount of pupil premium the Trust receives for each academy and how it is spent	Academy websites	Free
The amount of Year 7 Literacy and Numeracy Catch-up the Trust receives for each secondary academy	Academy websites	Free
The amount of Primary PE/Sport funding the Trust receives for each primary academy	Academy websites	Free
The Trusts' employees pay policy	Upon request	Charge
<b>CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>	<b>Available from</b>	<b>Charge</b>
Academy profile Government supplied performance data. OFSTED report – summary and full report.	Links from academy websites	Free
Performance management policy and procedures	Upon request	Charge
Any major proposals on safeguarding and promoting the welfare of children	Upon request	Charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children	Academy websites	Free
<b>CLASS 4 – HOW WE MAKE DECISIONS</b>	<b>Available from</b>	<b>Charge</b>
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria	Academy websites	Free
Details of the number of applications, number of places offered and appeals for places at each academy	Upon request	Charge
Trust Board of Directors meeting agendas, papers and minutes – information that is properly considered to be private will be excluded	Upon request	Free
Individual academy Local Governing Body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded	Upon request	Free

<b>CLASS 5 – OUR POLICIES AND PROCEDURES – CURRENT INFORMATION ONLY</b>	<b>Available from</b>	<b>Charge</b>
Please see the Trust and individual academy websites for a full list of all current policies	Trust and academy websites	Free
<b>CLASS 6 – LISTS AND REGISTERS- CURRENT INFORMATION ONLY</b>	<b>Available from</b>	<b>Charge</b>
Curriculum circulars and statutory instruments	Upon request	Charge
Any information the Trust is legally required to hold in publicly available registers.	For inspection upon request	Free
<b>CLASS 7 – THE SERVICES WE OFFER</b>	<b>Available from</b>	<b>Charge</b>
Extra-curricular activities.	Academy websites	Free
Out of academy clubs.	Academy websites	Free
Academy publications and newsletters.	Academy websites	Free
Academy leaflets, booklets and magazines.	Academy websites	Free
Services for which the academy is entitled to recover a fee, together with those fees e.g. hiring of academy facilities.	Academy websites	Free