



STEP Academy Trust

Freedom of Information Publication Scheme

Date of Policy: April 2019

Review: January 2022

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

INTRODUCTION

STEP Academy Trust Board of Trustees has agreed this Policy and as such, it applies to all Academies within the Trust.

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.

To do this we must produce a publication scheme, setting out how we:

- 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;
- specify the information which is held by the Trust and falls within the classifications below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- 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;
- review and update on a regular basis the information the Trust makes available under this scheme;
- produce a schedule of any fees charged for access to information which is made proactively available;
- make this publication scheme available to the public.

The scheme covers information already published and information which is to be published in the future. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

AIMS AND OBJECTIVES

STEP Academies aim to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child;
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how we are pursuing these aims.

CLASSES OF INFORMATION

The classes of information that we undertake to make available are organised into seven broad topic areas:

- **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 the 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.

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 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.

Email: enquiries@stepacademytrust.org

Tel: 020 8684 4006

Contact Address:

STEP Academy Trust, Gonville Academy, Gonville Road, Thornton Heath, Surrey, CR7 6DL.

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST” (in CAPITALS)**

APPENDIX - THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

Information to be published	How the information can be obtained
<p>Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>https://www.stepacademytrust.org/</p>
<p>Academy Funding Agreement – a link to the document on the Department for Education’s website</p>	<p>https://www.stepacademytrust.org/</p>
<p>Academy Order (if applicable)</p>	<p>By request to enquiries@stepacademytrust.org</p>
<p>Academy staff and structure – names of key personnel</p>	<p>Academy website</p>
<p>Governing body – names and contact details of the governors and the basis of their appointment</p>	<p>Academy website</p>
<p>School session times, term dates and holidays</p>	<p>Academy website</p>
<p>Location and contact information – address, telephone number and website</p>	<p>Academy website</p>
<p>Contact details for the Headteacher and the Strategic Governing Body</p>	<p>Academy website</p>
<p>School Prospectus</p>	<p>Academy website</p>
<p>School Session times and term dates</p>	<p>Academy website</p>

Information to be published	How the information can be obtained
<p>What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	<p>https://www.stepacademytrust.org/</p> <p>Current year by request</p>
<p>Annual budget plan and financial statements</p>	<p>By request</p>
<p>Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects</p>	<p>By request</p>
<p>Additional funding – Income generation schemes and other sources of funding.</p>	<p>By request</p>
<p>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.</p>	<p>By request</p>
<p>Staffing and grading structure</p>	<p>By request</p>
<p>Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.</p>	<p>https://www.stepacademytrust.org/</p>
<p>Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.</p>	<p>https://www.stepacademytrust.org/</p>

Information to be published	How the information can be obtained
<p>What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	<p>https://www.stepacademytrust.org/</p>
<p>School profile</p> <p>Government supplied performance data OFSTED report – summary and full report</p>	<p>Academy website</p>
<p>Performance management information</p>	<p>By request</p>
<p>Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	<p>By request</p>
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>https://www.stepacademytrust.org/</p> <p>Academy website</p>
<p>How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>https://www.stepacademytrust.org/</p> <p>Academy website</p> <p>Minutes – website or by request</p>
<p>Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	<p>Website</p>
<p>Governing body meeting minutes – information that is properly considered to be private should be excluded.</p>	<p>Website</p>

Information to be published	How the information can be obtained
<p>Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>https://www.stepacademytrust.org/</p> <p>Academy website</p> <p>By request</p>
<p>School policies including:</p> <p>Charging and remissions policy</p> <p>Health and Safety and risk assessment Complaints procedure</p> <p>Staff conduct policy</p> <p>Discipline and grievance policies</p> <p>Pay policy</p> <p>Staffing structure implementation plan</p> <p>Information request handling policy</p> <p>Staff recruitment policies</p>	<p>https://www.stepacademytrust.org/</p> <p>By request</p>
<p>Pupil and curriculum policies, including:</p> <p>Home-school agreement Curriculum</p> <p>Sex education</p> <p>Special education needs Accessibility</p> <p>Race equality</p> <p>Pupil behaviour and conduct</p>	<p>https://www.stepacademytrust.org/</p> <p>By request</p>
<p>Records management and personal data policies</p> <p>Information security</p> <p>Records retention</p>	<p>https://www.stepacademytrust.org/</p>
<p>Destruction and archive policies</p> <p>Data Protection policies (GDPR)</p>	<p>https://www.stepacademytrust.org/</p>
<p>Equality and diversity</p> <p>(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <p>Policies and procedures for the recruitment of staff – details of vacancies should be included</p>	<p>https://www.stepacademytrust.org/</p> <p>Academy website</p>

Information to be published	How the information can be obtained
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>https://www.stepacademytrust.org/</p>
<p>Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>By request (some information may only be available for inspection)</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Academy website</p> <p>By request</p>
<p>Disclosure logs</p>	<p>By request</p>
<p>Asset register</p>	<p>By request</p>
<p>Any information the Academy is currently legally required to hold in publicly available registers</p>	<p>By request</p>
<p>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>The main service the Trust offers is education for children while they are at school. The services below are ancillary to this.</p>	<p>Academy website</p>
<p>Extra-curricular activities</p>	<p>Academy website</p>
<p>Out of school clubs</p>	<p>Academy website</p>
<p>School publications</p>	<p>Academy website</p>
<p>Services for which the Academy is entitled to recover a fee, together with those fees</p>	<p>Academy website</p>
<p>Leaflets, booklets and newsletters</p>	<p>Academy website</p>

Information published on our website or the MLE is free.

Single copies of information covered by this publication are provided free. 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 we will let you know the cost before fulfilling your request. Payment may be requested prior to the provision of the information.

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 Head Teacher at the Academy.

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

Or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website: <https://ico.org.uk/>