




ACADEMY FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

Document Control Table

Title	Academy Freedom of Information Policy
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Signature of Approval	
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Document History

Date	Author	Note of Revisions
19/6/2017	ED	Last page added that this policy will be reviewed and updated by Trustees annually.
6/7/2017	ED	Whole policy revised in accordance with advice provided by S4S

ACADEMY FREEDOM OF INFORMATION POLICY

INTRODUCTION

Perry Hall Multi-Academy Trust and its Board of Trustees are responsible for maintenance of this scheme.

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, should be clear and proactive about the information they will make public.

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 scheme covers information already published and relevant information which is to be published in the future. Information in our publication scheme is **available on our website for you to download and print off or on request from the relevant school office (see contact details below).**

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

Perry Hall Multi-Academy Trust believes that:

Our Purpose:

We aim to improve the outcomes for all children across our Multi-Academy Trust regardless of their starting points

This is achieved for all our children by:

- A world class educational experience that will deliver better life chances;
- Ensuring that all children regardless of their starting points achieve above national expectations, and the proportion of pupils making better than expected progress is in line with national expectations;
- Ensuring that children in our schools have the added value and opportunities in curriculum design through partnership with commerce and business;
- Making sure the families surrounding our children have access to the best possible education opportunities for their children;
- Inspiration from excellent role models who are leaders in their academies;
- Celebrating success of all adults and children.

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

Categories of Information Published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as classes'. These are contained in section 6 of this scheme.

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 school.

- **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.

How to request information

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

Perry Hall Primary School

Address: Colman Avenue

Wednesfield

Wolverhampton

WV11 3RT

Telephone: 01902 558538

Fax: 01902 558543

Email: perryhallprimary.groupemail@wolverhampton.gov.uk

Web site: www.perryhall.co.uk

Berrybrook Primary School

Address: Greenacres Avenue
Underhill
Wolverhampton
WV10 8NZ

Telephone: 01902 558556

Fax: 01902 558559

Email: berrybrookprimary.groupemail@wolverhampton.gov.uk

Web site: www.berrybrookprimary.org.uk

Dunstall Hill Primary School

Address: Dunstall Avenue
Whitmore Reans
Wolverhampton
WV6 0NH

Telephone: 01902 556417

Email: dunstallhillprimary.groupemail@wolverhampton.gov.uk

Website: www.dunstallhillprimary.com

PLEASE NOTE: Jeremy Parkes (Strategic Head of Finance and Business Administration) is the named contact for information requests for all schools within Perry Hall Multi-Academy Trust.

To help us process your request quickly, please clearly mark any correspondence “**Publication Scheme Request**” (in CAPITALS)

If the information you're looking for isn't available via the scheme **and isn't on our school websites**, you can still contact the school to ask if we have it.

Details of how to contact the school will be published regularly in Newsletters, Prospectuses and via the school Websites

Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider.

Single copies of information covered by this publication are provided free of charge unless stated otherwise in section 6. 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. Where there is a charge price will be quoted on application.

Guide to information available from schools in Perry Hall Multi-Academy Trust under the publication scheme

Information published	How the information can be obtained
<p>School session times and term dates</p> <p>Details of school session times and dates of school terms and holidays.</p>	Website/Hardcopy
<p>Location and contact information</p> <p>The address, telephone number, email address and website for the school together with the names of key personnel.</p>	Website/Hardcopy
<p>School prospectus and curriculum</p> <ul style="list-style-type: none"> • The contents of the school prospectus • An outline of the school curriculum 	Website/Hardcopy
<p>Governing Body</p> <p>The names of the governors, the basis on which they have been appointed, along with details of how to contact them via the school.</p>	Website/Hardcopy
<p>Instrument of Government</p> <p>The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.</p>	Website/Hardcopy
<p>What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.</p> <ul style="list-style-type: none"> • Annual budget plan and financial statements • Capital funding • Financial audit reports 	Website/Hardcopy

<p>Procurement and contracts</p> <p>Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p>	<p>Hardcopy</p>
<p>Pay policy</p> <p>The statement of the school's policy and procedures regarding teachers' pay.</p>	<p>Hardcopy</p>
<p>Staff allowances and expenses</p> <p>Details of the allowances and expenses that can be incurred or claimed.</p> <ul style="list-style-type: none"> • Staff pay and grading structures • Governors' allowances <p>Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Hardcopy</p>
<p>What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews.</p> <ul style="list-style-type: none"> • Performance data supplied to the government • Latest Ofsted report <p>Performance management information</p> <ul style="list-style-type: none"> • Performance management policy and procedures adopted by the governing body. • The school's future plans • Safeguarding and child protection 	<p>Link on website</p>
<p>How we make decisions</p> <p>Decision-making processes and records of decisions.</p> <ul style="list-style-type: none"> • Admissions policy / decisions • Minutes of meetings of the governing body and its committees 	<p>Website/Hardcopy Hardcopy</p>
<p>Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities.</p> <ul style="list-style-type: none"> • School policies and other documents • Records management and personal data policies • Equality and diversity • Policies and procedures for the recruitment of staff • Charging regimes and policies 	<p>Website/Hardcopy</p>

<p>Lists and registers</p> <ul style="list-style-type: none"> • Curriculum circulars and statutory instruments • Disclosure logs • Asset register • Any information the school is currently legally required to hold in publicly available registers 	Hardcopy
<p>The services we offer Information about the services the school provides including leaflets, guidance and newsletters.</p>	Website/Hardcopy

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @...p per sheet (black & white)	Actual cost *
	Photocopying/printing @...p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class *
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* The actual cost incurred by the academy-trust. This price will be stated in advance of completion of the request.

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 **Chair of Board of Trustees, Perry Hall Multi-Academy Trust, Berrybrook Education Business Suite, PO Box 7177, Greenacres Avenue, Underhill, Wolverhampton, WV1 9DB.**

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:

**First Contact Team,
Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,**

SK9 5AF

Or

Helpline: 0303 123 1113

Email: casework@ico.org.uk

Website: www.ico.gov.uk