



DOCUMENT CONTROL

Author/Contact	Tel: 0117 379 0119 Email: info@educatetogether.org.uk	
Document Path & Filename	iAM Compliant/Policies and Procedures ETAT0021_23_1 Data Protection	
Policy Name	Freedom of Information Publication Scheme	
Version	23.1	
Status	Approved	
Publication Date	March 2023	
Related Policies	Data Protection	
Review Date	March 2025	
Approved/Ratified by	Professional Services Cttee	Date: 1.3.23
Distribution: All staff through 'I Am Compliant' Policy file. The version of this Policy in the Policy Folder on Staff General is the only version that is maintained. Any printed copies should therefore be viewed as "uncontrolled" and may not contain the latest updates and amendments.		

Version	Date	Comments	Author
	January 2023		Data & Systems Officer

FREEDOM OF INFORMATION PUBLICATION SCHEME

including EXPLANATORY NOTE

What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner's Office.

The scheme commits our Trust to:

- Proactively or routinely publish information which is held by us falling within the "Classes" below in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the Trust that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the Trust is the only owner

Classes of information

There are 7 classes of information we hold:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

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.

Making information available

We will aim to provide as much information as possible on our Trust and schools websites. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we 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. We will arrange an appointment to view the information 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 we are legally required to translate any information, we will do so.

Our 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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest 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 law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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 FOI Section 11B, or with other statutory powers of the school.

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. See Section 3 for our Schedule of Charges.

Written requests and contact

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.

If you have a request for information, please contact the Trust at gdp@educatetogether.org.uk or our Data Protection Officer dposchools@somerset.gov.uk

Who we are and what we do

(Organisational information, structures, locations and contacts)

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Who's who on the Trust board and Local Governing Boards of each school and the basis of their appointment	Trust website www.educatetogether.org.uk	Information freely available on school website
Instrument of Government/Articles of Association	Trust website www.educatetogether.org.uk	Information freely available on website
Contact details for the key personnel including the Trust Board, Head teacher and for the Local Governing Body of each school, via the Trust and school websites (named contacts where possible).	Trust website www.educatetogether.org.uk Schools: Abbey Farm ET: www.abbeyfarmet.org.uk Mulberry Park ET: www.mulberryparket.org.uk Parklands ET: www.parklandset.org.uk Redfield ET: www.redfieldet.org.uk Somerdale ET: www.somerdaleet.org.uk	Information freely available on website
Individual School prospectus	School website. See above for addresses	Information freely available on website
Annual Report	Trust website: www.educatetogether.org.uk	Information freely available on website
Staffing structure	On Trust and individual school websites. See above for addresses.	Information freely available on website
School session times and term dates	On school websites. See above for addresses.	Information freely available on website
Address of Trust and individual Schools with contact details, including email address.	On Trust and individual school websites. See above for addresses	Information freely available on website

What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

NB: Current and previous financial year as a minimum

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	For annual budget plan, contact the Trust office Financial statements are on the Trust website	POA
Capital funding	Contact the Trust office. Capital funding received can be accessed at: https://www.gov.uk/guidance/school-capital-funding#additional-school-capital-funding-for-the-2022-to-2023-financial-year	POA
Financial audit reports	Contact Trust office	POA
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact Trust office	POA
Procurement and contracts the Trust has entered into, or information relating to a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Contact Trust office	POA
Pay policy	Contact Trust office	POA
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Included in financial statements available freely on trust website. For current financial year, contact Trust office	POA
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Contact Trust office	POA
Trustees and Local Governing Board Governors' allowances that can be incurred or claimed and a record of total payments made to the individual officers.	Contact Trust office	POA

What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Trust and school profiles and in all cases: <ul style="list-style-type: none"> • Performance data supplied by the government, or a direct link to the data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Trust and school websites – addresses above Links to Ofsted reports: https://Reports.ofsted.gov.uk Government school data: www.find-school-performance-data.service.gov.uk	Information freely available on website
Performance management policy and procedures adopted by the governing body.	Contact the Trust office	POA
The Trust 's future plans; for example, proposals for and any consultation on the future of the Trust such as a change in status	Contact the Trust office	POA
Safeguarding and child protection policies	Trust and school websites – see above for addresses	Information freely available on website

How we make decisions

NB: Current and previous three years as a minimum

Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	School websites – see above for addresses	Information freely available on website
Agendas and minutes of meetings of the Trust Board and Local Governing Board bodies and their committees. (NB this will exclude information that is properly regarded as private to the meetings).	Contact the Trust office	POA

Our policies and procedures

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Policies and other documents	On school website – see above for addresses	Information freely available on website
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	On school website – see above for addresses	Information freely available on website
Equality and diversity policies	On school website – see above for addresses	Information freely available on website
Policies and procedures for the recruitment of staff	Contact the Trust office	POA
Charging regimes and policies.	On school websites – see above for addresses	Information freely available on website

Lists and Registers

NB: Currently maintained lists and registers only (this does not include the attendance register).

Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	On the Trust website	Information freely available on website
Disclosure logs	Contact the Trust office	POA
Asset register	Contact the Trust office	POA
Any information the Trust is currently legally required to hold in publicly available registers	Contact the Trust office	POA

The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	Contact the Trust office	POA
Out of school clubs	Contact the Trust office	POA
Services for which the Trust is entitled to recover a fee, together with those fees	Contact the Trust office	POA
Trust publications, leaflets, books and newsletters	Trust and schools websites – see above for addresses	Information freely available on website
Services for which the Trust is entitled to recover a fee, together with those fees	Contact the Trust office	POA

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing 5p per sheet (black & white)	Actual cost
	Photocopying/printing 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	If this is relevant to the request for information	In accordance with the relevant legislation fees_cost_of_compliance_exceeds_appropriate_limit.pdf (ico.org.uk)