

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

The West Grantham Academies Trust has adopted the model publication scheme of the Freedom of Information Act. 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 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 the 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 the public Trust is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

1. 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 Trust.

- **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.

2. 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 a public 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, a public 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.

3. 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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public Trust.

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.

Charges are details in Appendix 1.

4. Written requests

Information held by a public 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.

Contact details:

The West Grantham Academies Trust
The Avenue
Dysart Road
Grantham
NG31 7PX

Tel: 01476 405200

Email: office@bluecoatmeres.co.uk

Academy websites:

www.bluecoatmeres.co.uk

www.bluecoatmeresprimary.co.uk

Information to be published	How the information can be obtained	Cost
Who we are and what we do		
Who's who in the academies	Website or by request from the academy offices	No charge
Governing Body	Website or by request from the academy offices	No charge
Articles of Association	Website or by request from the academy offices	No charge
Contact details for the Chief Executive Officer and board of directors (named contacts where possible with telephone number and email address (if used))	Website or by request from the academy offices	No charge
School session times and term dates	Website or by request from the academy offices	No charge
Academic results	Website or by request from the academy offices	No charge
Location and contact information	Website or by request from the academy offices	No charge
What we spend and how we spend it		
Funding Agreement	Website or by request from the academy offices	No charge
Annual report and financial statements	Website or by request from the academy offices	No charge
Capitalised funding	Hard copy on request	Schedule of charges
Additional funding	Hard copy on request	Schedule of charges
Procurement and projects	Hard copy on request	Schedule of charges
Staffing and grading structure (anonymised)	Hard copy on request	Schedule of charges
Directors' allowances policy	Hard copy on request	Schedule of charges
What our priorities are and how we are doing		
School profile	Website	No charge

<ul style="list-style-type: none"> • DfE supplied performance data • Ofsted report - summary and full report 	Hard copy on request	Schedule of charges
Performance management policy and procedures adopted by the board of directors	Hard copy on request	Schedule of charges
Academy Improvement Plans	Hard copy on request	Schedule of charges
How we make decisions		
Admissions policy	Website Hard copy on request	No charge Schedule of charges
Governing body meeting agendas, papers and minutes NB: this will exclude information that is properly considered to be private and confidential	Hard copy on request	Schedule of charges
Our policies and procedures		
Policies, including: <ul style="list-style-type: none"> • Charging and remissions • Health and Safety • Complaints • Data protection, GDPR and Freedom and Information • Lettings • Safeguarding • Conduct • Discipline and grievance • Pay • Equality • Recruitment 	Website (statutory polices) Hard copies on request	No charge Schedule of charges
Student policies, including: <ul style="list-style-type: none"> • Anti-bullying • Attendance • Behaviour • Careers • Curriculum • Drugs education • Equality • Inclusive • Sex and relationships 	Hard copies on request	Schedule of charges

Records management and personal data policies, including: <ul style="list-style-type: none"> Data retention Destruction and archive procedures 	Hard copies on request	Schedule of charges
Lists and Registers		
Curriculum circulars and statutory instruments	Hard copy on request	Schedule of charges
Disclosure logs	Hard copy on request	Schedule of charges
Asset register	Hard copy on request	Schedule of charges
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy on request	Schedule of charges
The service we offer (current information only)		
Extra-curricular activities and publications including newsletters	Website and hard copy on request	Schedule of charges
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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 @ 3p per sheet (black and white)	Actual cost incurred
	Photocopying/printing @ 10p per sheet (colour)	
	Postage - 2 nd class	
Statutory Fee		In accordance with the relevant legislation

Contact:
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PA and Administration Manager
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