




The LETTA Trust

Freedom of Information Publication Scheme

Approved and adopted on:	15.07.2019	To be reviewed:	Summer 2020
Reviewed by:	TB Resources	Signed:	



Contents

1. What a publication scheme is and why it has been developed	2
2. Categories of information published	2
3. How to request information	3
4. Paying for information	3
5. Classes of information currently published	3
6. Feedback and complaints	6
Appendix A Freedom of information – checklist for action on receipt of a freedom of information request.....	7

1. What a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities should be clear and proactive about the information they will make public. To do this we have produced this publication scheme setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or on payment

The scheme covers information already published and information which is to be published in the future. This publication scheme is available on request in paper form. 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.

2. 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. The classes of information that we undertake to make available are organised into four topic areas:

- School prospectus:** information published in the school prospectus.
- Governance documents:** information published in the school profile and in other governance documents
- Pupils and curriculum:** information about policies that relate to pupils and the school curriculum
- School policies and other school related information:** information about policies that relate to the school in general



3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are on school websites. To help us process your request quickly, please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**'.

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

4. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 6.

If your request means that we have to do a lot of photocopying or printing, pay a large postage charge or it 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 this will be indicated by a £ sign in the description box.

5. Classes of information currently published

School prospectus: this section sets out information published in the school prospectus

Class	Description
School prospectus	<ul style="list-style-type: none"> the name, address and telephone number of the school the type of school the name of the head teacher and chair of governors a statement of the school's ethos and values the curriculum including religious education and parents' right to withdraw their child from religious education and collective worship the number of pupils on roll rates of pupils' authorised and unauthorised absences term dates national curriculum assessment results for appropriate Key Stages

Information relating to governance

Class	Description
School profile	<p>The statutory contents of the school profile to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> details of Trust Board and Local Governing Board membership, including name and contact email for chairs and clerk if appropriate, a statement on progress in implementing the action plan drawn up following an inspection and the extent to which



	<p>proposals in this action plan have been carried into effect</p> <ul style="list-style-type: none"> • a financial statement, including gifts made to the school and amounts paid to trustees or governors for expenses • a description of the school's arrangements for security of pupils staff and the premises • information about the implementation of the Trust's policy for pupils with special educational needs and disabilities (SEND) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school • a statement of policy on whole staff development • number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures
Governance arrangements	<ul style="list-style-type: none"> • The names of the schools • The category of the schools • The name and company number of the multi-academy trust • The manner in which each board is constituted • The term of office of trustees and governors if less than 4 years • The terms of reference for each committee
Minutes of Trust Board meetings and committees	Agreed minutes of meetings of the governing body and its committees, current and last full academic school year, excluding confidential minutes

Pupils and curriculum policies: This section gives access to information about policies that relate to pupils and the school curriculum

Class	Description
Home-school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils, for example homework arrangements
Curriculum policies	Policies for curriculum subjects, schemes of work and syllabuses currently used by the school
Policy for sex and relationship education	Statement of policy with regard to sex and relationship education



Special Education Needs and Disabilities Policy	Information about the school's policy on providing for pupils with special educational needs and disabilities
Accessibility plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Equalities statement and objectives	Statement of policy for promoting equalities
Child protection policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Behaviour management	Statement of general principles on behaviour and of measures taken by the headteacher to prevent bullying

School Policies and other information related to the school: This section gives access to information about policies that relate to the school in general

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character These can also be obtained from www.ofsted.gov.uk
Post-ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection
Charging policy	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and safety policy	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Staff Appraisal	Statement of procedures adopted by the Trust Board relating to the performance management of staff and the annual report of the headteacher on appraisal procedures
Staff conduct, discipline and grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the DfE to the headteacher or trustees relating to the curriculum



6. 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 please contact the Chief Finance Officer

If you wish to make a complaint regarding a school matter please follow the process outlined in The LETTA Trust Complaints Procedure

If you are not satisfied with the assistance that you get in relation to your Freedom of Information request, you may follow this up with 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**

01625 545 700

publications@ic-foi.demon.co.uk.

www.informationcommissioner.gov.uk



Appendix A

Freedom of information – checklist for action on receipt of a freedom of information request

- Decide whether the request is a request under DPA, EIR or FOI
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether a third party's interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit (around £500)
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated

Remember

- Schools are under a duty to provide advice and assistance to anyone requesting information
- The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply
- A well-managed records and management information system is essential to help schools to meet requests
- Requests should be dealt with within 20 days excluding school holidays
- Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested
- Expressions of dissatisfaction should be handled through the school's existing complaints procedure