



## Freedom of Information Policy

<b>Category:</b>	Freedom of Information
<b>Authorised By:</b>	Board of Directors
<b>Signature:</b>	
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<b>Version:</b>	1
<b>Status:</b>	Approved and Adopted
<b>Issue Date:</b>	20 January 2015
<b>Next Review Date:</b>	January 2019

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## **1. Statutory Duties**

- 1.1. The Freedom of Information Act 2000 applies to the Trustees and Local Advisory Boards across Eden Academy schools.
- 1.2. The Eden Academy and its schools are required to:
  - 1.2.1. make information available proactively through a Publication Scheme; and
  - 1.2.2. deal with specific requests for information.

## **2. Publication Scheme**

- 2.1. The Eden Academy ('the Academy') has adopted the Model Publication Scheme for schools as provided by the Information Commissioner which outlines the information that the academy schools should proactively publish.
- 2.2. The Scheme sets out seven categories of information that the Academy publishes, the form in which the information is published, and whether charges apply.

## **3. The Right to Request Information**

- 3.1. The public have a right to request information held by a public authority.
- 3.2. Requests should be made in writing.
- 3.3. The Academy will respond within 20 working days,
  - 3.3.1. In calculating the working days, the Academy will make use of the Freedom of Information (Time for Compliance with Request) Regulations 2010.
- 3.4. The Academy may charge a fee for providing information (as detailed in the Schedule of Charges within the Publication Scheme).
- 3.5. The Academy will not be required to release information to which an exemption in the Act legitimately applies.
- 3.6. The Academy will explain to the applicant why the information may not be released.
- 3.7. Further information relating to requests for information and exemptions can be found on the Information Commissioners website:
  - 3.7.1. [http://ico.org.uk/~media/documents/library/Freedom\\_of\\_Information/Detail\\_ed\\_specialist\\_guides/government-policy-foi-section-35-guidance.ashx](http://ico.org.uk/~/media/documents/library/Freedom_of_Information/Detail_ed_specialist_guides/government-policy-foi-section-35-guidance.ashx)
- 3.8. The Academy will review and amend this policy in light of any future guidance from the Information Commissioner or case law.

## 4. The Eden Academy Publication Scheme

- 4.1. One of the aims of the Freedom of Information Act 2000 ('FOIA') is that public authorities including schools should be clear and proactive about the information that they will make public.
- 4.2. To do this, we have adopted the publication scheme setting out:
  - 4.2.1. The classes of information which we publish or intend to publish;
  - 4.2.2. The manner in which the information will be published; and
  - 4.2.3. Whether the information is available free of charge or on payment.
- 4.3. The Scheme covers information already published and information which is to be published in the future.
- 4.4. All the information is either available on our website ([www.theedenacademy.co.uk](http://www.theedenacademy.co.uk)) for you to view, download or print, or is available on request in either electronic or paper form.
- 4.5. It is our aim to place as much of the information under the Publication Scheme on our website and the Academy will routinely update this Publication Scheme to include the relevant website links.

## 5. How to Request Information

- 5.1. If you require a paper version of any of the documents within the Scheme, please contact the Academy by email, phone, fax or letter. Contact details are set out below:
  - 5.1.1. Email – [info@theedenacademy.co.uk](mailto:info@theedenacademy.co.uk)
  - 5.1.2. Telephone – 01895 609120
  - 5.1.3. Address – The Eden Academy, c/o Pentland Field School, Pentland Way, Ickenham UB10 8TS
- 5.2. To help us process your request quickly please clearly mark any correspondence "Publication Scheme Request". If the information you are looking for is not available via the Scheme and is not on our website, you can still contact the Academy and its schools and ask for it.
- 5.3. As specified above, we ask that requests are made in writing. However, we may also respond to a verbal request if it is sufficiently clear and straight forward. It is at the staff member's sole discretion to ask that a verbal request be put in writing if it is considered appropriate.
- 5.4. The information in the Publication Scheme is as follows:

## Who we are and what we do

*Organisational information, structures, locations, contacts – current information only*

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who in the Academy	Eden Academy website	Free
Academy Funding Agreement	Link to the document on the DfE website	Free
School staff and structure – names of key personnel	Individual school websites, as well as the Eden Academy website (for Eden Academy staff)	Free
Local Advisory Boards – names and contact details of the members and the basis of their appointment	Individual school websites	Free
Schools' location and contact information – address, telephone number & website	Eden Academy website	Free
Contact details for the Directors	Eden Academy website	Free
School Prospectus	Individual school offices	Free
School session times & term dates	School websites & hard copy on request	Free

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## What we spend and how we spend it

*Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit – current & 2 years' financial years' history*

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	Eden Academy website & hard copy on request	Free

## What we spend and how we spend it cont.

<b><i>Information to be published</i></b>	<b><i>How the information can be obtained</i></b>	<b><i>Cost</i></b>
Capital funding – details of capital funding allocated to each school along with information on related building projects and other capital projects	Eden Academy website & hard copy on request	Free
Additional funding – Income generation schemes and other sources of funding	Eden Academy website & hard copy on request	Free
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	Eden Academy website & hard copy on request	Free
Staffing and grading structure	Eden Academy website & hard copy on request	Free
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay	Eden Academy website & hard copy on request	Free
Trustees and Local Advisory Board members’ allowances – details of allowances and expenses that can be claimed or incurred	Eden Academy website & hard copy on request	Free

## **What our priorities are and how we are doing**

*Strategies and plans, performance indicators, audits, inspections and reviews*

<b><i>Information to be published</i></b>	<b><i>How the information can be obtained</i></b>	<b><i>Cost</i></b>
School profile		Free
Government supplied performance data		Free
Ofsted report – summary and full report	Individual school websites & hard copy on request	Free

## What our priorities are and how we are doing cont.

<b><i>Information to be published</i></b>	<b><i>How the information can be obtained</i></b>	<b><i>Cost</i></b>
Performance management information		Free
Academy's Development Plan	Eden Academy website	Free
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children	Eden Academy website	Free
Child protection – policies and procedures on safeguarding and promoting the welfare of children	Eden Academy website	Free

## How we make decisions

*Decision-making processes and records of decisions – current & previous 3 years min.*

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<b><i>Information to be published</i></b>	<b><i>How the information can be obtained</i></b>	<b><i>Cost</i></b>
Admissions policy – arrangements and procedures and right of appeal	Eden Academy website	Free
Board of Trustees meeting agendas and minutes	Eden Academy website	Free
Local Advisory Board meeting agendas	Eden Academy website	Free
Instrument of governance	Eden Academy website	Free
Schemes of delegation	Eden Academy website	Free

## Our policies and procedures

*Current written protocols, policies and procedures for delivering our services and responsibilities*

<b><i>Information to be published</i></b>	<b><i>How the information can be obtained</i></b>	<b><i>Cost</i></b>
School policies including: <ul style="list-style-type: none"> <li>Safeguarding</li> </ul>	Eden Academy website & hard copy on request	Free
HR policies including: <ul style="list-style-type: none"> <li>Pay policy</li> </ul>	Eden Academy website & hard copy on request	Free
Financial policies including: <ul style="list-style-type: none"> <li>Fraud policy</li> </ul>	Eden Academy website & hard copy on request	Free
Information policies including: <ul style="list-style-type: none"> <li>Freedom of information</li> <li>School information</li> </ul>	Eden Academy website & hard copy on request	Free
Pupil & curriculum policies including: <ul style="list-style-type: none"> <li>Home-School agreement</li> </ul>	School websites & hard copy on request	Free
Records management and personal data policies including: <ul style="list-style-type: none"> <li>Data protection policies</li> </ul>	Eden Academy website & hard copy on request	Free
Equality & diversity	Eden Academy/School website & hard copy on request	Free
Charging regimes & policies	Eden Academy website/School & hard copy on request	Free

## Lists & Registers

*Currently maintained lists and registers only*

<b><i>Information to be published</i></b>	<b><i>How the information can be obtained</i></b>	<b><i>Cost</i></b>
Curriculum circulars and statutory instruments		Free
Disclosure logs		Free
Asset register		Free
Any information the Academy is legally required to hold in publicly available registers		Free

## The services we offer

*Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses*

<b><i>Information to be published</i></b>	<b><i>How the information can be obtained</i></b>	<b><i>Cost</i></b>
Extra-curricular activities	Individual school websites, newsletters	Free
Out of school clubs	Family Services section on the Eden Academy website & individual school offices	Free
School publications		Free
Services for which the Academy is entitled to recover a fee, together with those fees		Free
Leaflets	Eden Academy office	Free
Newsletters	Individual school offices and via school websites	Free

## 6. Schedule of charges

This Schedule of charges applies only to information requested under this policy. Information published on our website is free. If your request means we have to do photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling the request.

<i>Type of charge</i>	<i>Description</i>	<i>Basis of charge</i>
Disbursement cost	<ul style="list-style-type: none"><li>• Photocopying/printing @ 10p per sheet (black &amp; white)</li></ul>	Actual cost *
	<ul style="list-style-type: none"><li>• Postage</li></ul>	Actual cost (Royal Mail 2 <sup>nd</sup> class)

\* The actual cost incurred by the public authority