



FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

Document Control

Date of last review	April 2016
Date of next review	April 2018
Review period	2 years
Policy status	Statutory
Approved by	Board of Directors

1. Introduction

1.1 Education Partnership Trust (EPT) is committed to being open and transparent. We aim to publish as much information as possible online and in response to frequently asked questions. This policy and publication scheme applies to all the Trust's Academies.

2. Your rights

2.1 The Freedom of Information Act gives you the opportunity to request information which we keep. Statutory guidance on the Act can be found at www.ico.org.uk.

3. How to request information

3.1 Please submit email Freedom of Information (FOI) requests to contact@ept-uk.com

3.2 To make a request in writing please send it to: Freedom of Information, Education Partnership Trust, Pleckgate Road, Blackburn, BB1 8QA.

3.3 With all FOI requests, please include a name and full postal address as part of your application, together with a telephone contact number.

4. Publication Scheme

4.1 EPT's Publication Scheme reflects the Information Commissioner's model publication scheme. For more information about publication schemes, please visit the Information Commissioner's office website: www.ico.org.uk

4.2 This guide lists information which we have made a commitment to make available. Our aim is to make information available whenever we can legally do so, except where we consider release would cause significant harm. In such cases, we will withhold information under an appropriate exemption in the FOI Act. We must also comply with the requirements of the Data Protection Act 1998 and respect the privacy of individuals. If the information you require is not included in the publication scheme, you can still ask if we have it and, if so, request to see it.

4.3 Information available on our websites is free for you to access. Hard copy documents will be charged for in line with our charges detailed below, unless otherwise stated.

4.4 Please see the following table for details of publication scheme. Please note due to the development of the EPT, not all documents may be available at every Academy.

Table 1: Who we are and what we do

Information to be published	How the information can be obtained
Who's who on the Trust Board and the Academy Governing Body	Website
Contact details for the Head teacher and for the Governing Body (via Academy)	Academy website
Articles of Association	Hardcopy
School Prospectus	Hardcopy and Academy website
Curriculum Outline	Academy Website
Annual Report	Trust and Academy website

School session times and term dates	Academy website
Location and contact information	Academy website

Table 2: What we spend and how we spend it (Current and previous financial year)

Information to be published	How the information can be obtained
Annual Budget Plan and Financial Statements	Trust website
Statutory Accounts	Companies House website- www.companieshouse.gov.uk
Capital Funding	Hardcopy
Additional Funding	Hardcopy
Pupil Premium funding	Academy website
Yr 7 Literacy and Numeracy Catch up funding (If applicable)	Academy website
Procurement and contracts	Hardcopy
Pay policy	Hardcopy
Staffing and grading structure	Hardcopy

Table 3: Our priorities and how we are doing (current information)

Information to be published	How the information can be obtained
<ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report 	Hardcopy Academy website
Appraisal policy and procedures adopted by the Trust	Hardcopy
Academy future plans	Hardcopy

Table 4: Decision making (current and previous three years where applicable)

Information to be published	How the information can be obtained
Admissions policy/ decisions (not individual admission decisions)	Academy website Hardcopy
Agendas of meetings of the Trust Board and Academy Governing Body and (if held) its sub-committees	Hardcopy
Minutes of meetings (as above)- note this will exclude information that is properly regarded as private to the meetings	Hardcopy

Table 5: Our Policies and Procedures (current information only)

Information to be Published	How the Information can be obtained
Anti- Bullying Policy	Academy website
Behaviour Policy	Academy website
Charging and Remissions Policy	Academy website
Complaints Policy	Academy website
Special Educational Needs or Disability Policy	Academy website
Equality Policy	Academy website
Freedom of Information Policy and Publications Scheme	Academy website
Home- School agreement	Academy website
Pupil Premium Policy	Academy website
Safeguarding (Child Protection) Policy	Academy website
Data Protection Policy	Hardcopy

Table 6: Asset Register (currently maintained lists and registers only)

Information to be Published	How the information can be obtained
Asset Register	Hardcopy

Table 7: The services we offer (current information only)

Information to be Published	How the information can be obtained
The services individual Academy's offer e.g. - Extra-curricular activities - Academy publications	Depending on specific information: Individual Academy websites Hardcopy

5. Information about specific Academies

5.1 All FOI requests are managed centrally by the EPT

5.2 If you have a specific question about information held by one of our Academies, please contact us directly as indicated above. Alternatively, our Academies will forward all FOI requests they receive to the EPT.

6. What happens when we receive your request?

6.1 We will comply with timescales set by the Information Commissioner in responding to your request. If your request is particularly complex, we will assess how long it is likely to take to retrieve the relevant information. If it is more than 18 hours of staff time we

will levy a charge. In this case we will write to advise you of the cost and you can decide if to continue.

- 6.2 If the Trust receives two or more rated requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.
- 6.3 Where charges apply, the EPT will notify the estimated charge to the applicant before doing any charged work.
- 6.4 Where there is a significant difference between the estimated and the actual charge the Trust will notify the applicant.
- 6.5 Where charges apply, the Trust will require payment before compiling and supplying information.
- 6.6 If a charge is not paid within the specified time limit of 3 months, the information will not be supplied.

Table 8: Charges which may be made for information published under this scheme

Type of Charge	Charge	Basis of Charge
Disbursement costs	Photocopying/ printing	30p per sheet (black & white)
	Postage	Actual cost of Royal Mail standard 2 nd class
Prescribed costs	Finding, sorting and editing of materials	Charged for in full for requests in excess of £450 at a standard rate of £25 per hour

7. Are there any exemptions?

- 7.1 There are a range of exemptions that could apply, as allowed within the statutory guidance. We will write if this applies.
- 7.2 You have the right to appeal the decision in writing to the EPT in the first instance and to the Information Commissioner’s office if you think the decision is unreasonable.

8. Monitoring, evaluation and review

- 8.1 The policy will be promoted and implemented throughout all EPT Academies.
- 8.2 The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Academy.
- 8.3 The Trust will review this policy every 2 years in consultation with the Academies.