



# **POLICY FOR FREEDOM OF INFORMATION**

**Presented to Trustees  
16 March 2023**

|                                   |               |
|-----------------------------------|---------------|
| Date approved: <sup>1</sup>       | 16 April 2020 |
| Date reviewed: <sup>2</sup>       | 16 March 2023 |
| Date of next review: <sup>3</sup> | Spring 2026   |

<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus three years

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
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## **FREEDOM OF INFORMATION ACT**

### **1.0 INTRODUCTION**

- 1.1 One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including academy schools, should be clear and proactive about the information they make public. To achieve this we will produce a publication scheme, setting out:
- 1.1.1. The classes of information which we publish or intend to publish;
  - 1.1.2. The manner in which the information will be published; and
  - 1.1.3. Whether the information is available free of charge or on payment.

### **2.0 SCOPE**

- 2.1 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available on the Trust and individual school websites to download and print and available in paper form (shown below). Some information which we hold may not be made public, for example some personal information and information received from other agencies such as social services.
- 2.2 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner and the Trust Board is responsible for the maintenance of the scheme.
- 2.3 The Trust Board (or responsible committee) will review this policy in line with the procedure for policy review.

### **3.0 MONITORING AND REVIEW OF THE POLICY**

- 3.1 The Trust Board (or responsible committee) will review this policy in line with the procedure for policy review.
- 3.2 Date for Review;  
If no other reason for review (see policy review procedure) this policy will be reviewed in three years.

#### Footnote:

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# Freedom of Information

## Guide to Information available from The Four Cs under the model publication scheme

| INFORMATION TO BE PUBLISHED  | HOW THE INFORMATION CAN BE OBTAINED   | COST                   |
|--|---|------------------------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only | (hard copy and/or website)  |                        |
| Who's who in the school  | Available on all Four Cs school websites  | Free                   |
| Who's who on the Trust Board and the basis of their appointment  | Available on the school website, or the website of the Four Cs Multi Academy Trust.   | Free                   |
| Academy Funding Agreement  | Contact Clerk to Trustees. Details available of the Four Cs Multi Academy Trust website.  | Free                   |
| Contact details for the Headteacher and for the Trust Board (named contacts where possible with telephone number and email address (if used))              | See website of the Four Cs Multi Academy Trust or website for the relevant school.  | Free                   |
| Location and Contact information – address, telephone number and website   | Available on the website of the Four Cs Multi Academy Trust or appropriate school website.  | Free                   |
| School prospectus (where produced)   | Available on the school website.  | Free                   |
| Staffing structure   | Please contact to the Personal Assistant (PA) or the Administrative Team of relevant school. Details available on the school website. | 10p/sheet plus postage |
| School session times and term dates  | These are all displayed on school websites.   | Free                   |
| External exams results   | For all School results, please visit the school website   | Free                   |

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|   |   |                        |
|---|---|------------------------|
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | (hard copy and/or website)  |                        |
| Annual budget plan and financial statements   | Contact Finance Manager for hard copy.  | 10p/sheet plus postage |
| Capitalised funding   |   |                        |
| Additional funding  |   |                        |
| Procurement and projects  |   |                        |
| Pay policy  | Contact PA to the Principal/Headteacher or the Administration Team at the School for hard copy. |                        |
| Staffing and grading structure  | Contact Finance Manager for hard copy.  |                        |
| Trustees' allowances  |   |                        |

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|--|---|------------------------|
| <p><b>Class 3 – What our priorities are and how we are doing</b><br/>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>                                       | (hard copy or website)  |                        |
| <p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul> | <p>See school website / website of the Four Cs Multi Academy Trust.</p> <p>Contact the PA for a hard copy</p> <p>For Ofsted report see Ofsted website:<br/><a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></p> | 10p/sheet plus postage |
| Performance management policy and procedures adopted by the Trust Board.   | Contact the PA for a hard copy.   | 10p/sheet plus postage |
| Schools future plans   | Contact the PA for a hard copy.   | 10p/sheet plus postage |
| Child Protection / Safeguarding – policies and procedures  | All policies available on the website of the Four Cs Multi Academy Trust  | Free                   |

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| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous three years as a minimum | (hard copy or website)   |                        |
| Admissions policy/decisions (not individual admission decisions)  | All policies are displayed on the school website.                                  | Free                   |
| Agendas of meetings of the Trust Board and (if held) its sub-committees   | Contact the Clerk to Trust Board. Details found on The Four Cs Multi Academy Trust | 10p/sheet plus postage |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.                             |  |                        |

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| <p><b>Class 5 – Our policies and procedures</b><br/>         (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>   | (hard copy or website)  |                        |
| <p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Equality Statement</li> <li>• Workforce information and objectives</li> <li>• Staff recruitment policies</li> <li>• General Data Protection Regulations</li> <li>• Privacy Notice (students)</li> <li>• Privacy Notice (staff)</li> </ul> | See the school website for a copy of the policy. Hard copies can be sought from the PA. | 10p/sheet plus postage |

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| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special Educational Needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul> | <p>See the school website for a copy of the policy. Hard copies can be sought from the PA.</p> | <p>10p/sheet plus postage</p> |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• General Data Protection Regulations (including information sharing policies)</li> </ul>  | <p>See the school website for a copy of the policy. Hard copies can be sought from the PA.</p> | <p>10p/sheet plus postage</p> |
| <p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>                                  | <p>See the school website for a copy of the policy. Hard copies can be sought from the PA.</p> | <p>10p/sheet plus postage</p> |

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| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only   | (hard copy or website; some information may only be available by inspection) |                        |
| Curriculum circulars and statutory instruments  | Available on the website or from the PA to the Principal.                    | 10p/sheet plus postage |
| Disclosure logs   | Available from the PA to the Principal.                                      | 10p/sheet plus postage |
| Asset register  | Hard copies can be sought from the Finance Manager at each School.           | 10p/sheet plus postage |
| Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> ) | Available on the school website.   |                        |

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|--|--|------------------------|
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some information may only be available by inspection) |                        |
| Extra-curricular activities  | Please see school website.   | Free                   |
| Out of school clubs  | Please see school website.   | Free                   |
| School publications  | Please see school website.   | 10p/sheet plus postage |
| Services for which the school is entitled to recover a fee, together with those fees   | Please see school website or contact the Finance Manager.                    | 10p/sheet plus postage |

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|--|--|--|
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above |  |  |
|  |  |  |

### Contact details:

Head Office of The Four Cs Multi Academy Trust  
Arthur Mellows Village College  
Helpston Road  
Ginton  
Peterborough  
PE6 7JX

### 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  |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying/printing @ 10p per sheet (black & white) | Actual cost  |
|                          | Photocopying/printing @ £1.00 per sheet (colour)      | Actual cost  |
|                          | Postage   | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
| <b>Statutory Fee</b>     |   | In accordance with the relevant legislation (quote the actual statute) |

\* the actual cost incurred by the public authority

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