

## Freedom of Information Policy

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| <b>Prepared By</b>        | Deputy Chief Executive, Business                          |
| <b>Approved By</b>        | Operational Policy – approved by HET Board – 17 July 2019 |
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## **1. Purpose**

The Freedom of Information Act 2000 (the "Act") makes it a legal requirement for any public authority including schools to produce a publication scheme and to provide guidance for any information requests made under the Act.

The Act gives legal rights to any person wishing to access information held by the Hamwic Education Trust (together the "Trust"). We have a duty to provide advice and guidance to anyone requesting information.

This Policy outlines information regarding the Act with details of the procedures to follow should a request for information be received.

However, it should be noted that information that the Act covers for academies is restricted to information held for the purposes of the proprietor's functions under academy arrangements i.e. those arrangements between the Department for Education and the relevant academy trust company relating to agreements and financial assistance for an academy. This scheme should be read in line with this limitation.

## **2. Scope**

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.

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. The preferred medium will be the school or Trust website, but information will also be available from individual schools or the Trust's Managed Service Team.
- 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 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.

### **3. Classes of information**

Classes of information available under this scheme are:

#### **Who we are and what we do**

Organisational information, registered company details, 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, 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 Academy.

#### **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 Act, or is which 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.

### **4. Methods of Publication**

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 the Trust, information will be provided on our websites. 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, we will insure that the same information can be obtained through the Managed Service team.

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.

## **5. Charges**

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.

In the case of information not obtainable through the website(s), the Trust reserves the right to charge for actual disbursements incurred such as:

- photocopying – at 10p per sheet of A4 paper
- postage and packaging – at the actual cost to the Trust
- any other costs directly incurred as a result of the information request – at the actual cost to the Trust

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances justified, including the general principles of the right of access to information held by public authorities, and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

## **6. Requests**

Requests for other information under the Act must be in writing, and include the enquirer's name and correspondence address. They must also include a description of exactly what information is requested. Enquirers do not need to say why they require the information. Requests should be made in writing to:

Chief Executive Officer

The Hamwic Education Trust

Unit E, The Mill Yard

Nursling Street

SO16 0AJ

Tel: 023 8078 6833

Email: [info@hamwic.org](mailto:info@hamwic.org)

## **7. Exemptions**

Not all information the Trust holds that is covered by the Act will be disclosed in response to a request. For example, information may be withheld under one of the following exemptions available under the Act:

- Information accessible by other means (e.g. website or prospectus)
- Personal Information – requests for information about an individual will be dealt with in accordance with the Data Protection Act 1998 (unless the enquirer wishes to know what information is held about someone else – this information will generally not be disclosable)
- Environmental Information (e.g. regarding playing fields, car parking, phone masts etc.)
- Information provided in confidence to the Trust
- Information the release of which would prejudice or be likely to prejudice the Trust's or a third party's commercial interests

Requests can also be denied if the information is simply not held by the Trust; if the cost of accessing the information is above £450 (based on the statutory rate of £25 per hour) or the request is considered vexatious or repeated.

## **8. Contact details**

If you require a paper version of any information, or want to ask whether information is available please contact the Managed Service Team, by telephone, email, fax or letter.

Contact details are set out below, or you can visit our website at [www.hamwic.org](http://www.hamwic.org).

**Managed Service Team**

The Hamwic Education Trust

Unit E, The Mill Yard

Nursling Street

Southampton

SO16 0AJ

Tel: 023 8078 6833

Email: [info@hamwic.org](mailto:info@hamwic.org)

Further information about the Act can be obtained from:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

<https://ico.org.uk/>

## 9. Information Publication

### 9.1 Who we are and what we do

*(Organisational information, structures, locations and contacts)*

| Information to be published  | How the information can be obtained   |
|--|---|
| Academy Funding Agreement  | Department for Education website/ Trust/Academy website, individual Academy prospectus or hard copy |
| Academy staff and structure – names of key personnel   | Trust/Academy website, individual Academy prospectus or hard copy                                   |
| Academy governing body – names and contact details of the governors and the basis of their appointment | Individual academy website or hard copy   |
| MAT Board of Directors   | MAT website or hard copy  |
| School session times, terms dates and holidays   | Individual academy website or hard copy   |
| Location and contact information – address, telephone number and website                               | Trust/Academy website, individual Academy prospectus  |
| Contact details for the Head Teacher and the Governing Body  | Individual academy website, prospectus  |
| Individual Academy Prospectus  | Individual academy website or hard copy   |
| GCSE results   | Individual academy website, DfE website   |

### 9.2 What we spend and how we spend it

*(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)*

| Information to be published  | How the information can be obtained   |
|--|---|
| Annual budget plan and financial statements  | Trust/Academy website or hard copy, Companies House website, EFA website, published accounts online |
| Capital funding – details of capital funding allocated to the Academy and information on related building projects and other capital projects. | Hard copy or in published accounts online   |



|   |   |
|---|---|
| Additional funding – Income generation schemes and other sources of funding.  | Hard copy or in published accounts online |
| Procurement and contracts – details of procedures used for the acquisition of goods and services.<br>Details of contracts that have gone through a formal tendering process | Hard copy                                 |
| Staffing and grading structure  | Hard Copy                                 |
| Pay policy – a statement of the Academy’s policy on procedures regarding staff pay.   | Hard copy                                 |
| Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.   | Hard copy                                 |

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

(Strategies and plans, performance indicators, audits, inspections and reviews)

| Information to be published   | How the information can be obtained |
|---|-------------------------------------|
| Academy profile<br>Government supplied performance data<br>Latest Ofsted report | DfE website, Edubase, Hard copy     |
| Performance management policy and procedures                                    | Hard copy                           |
| Child Protection policies and procedures  | Trust/Academy website or hard copy  |

### 9.4 How we make decisions

*(Decision making processes and records of decisions – current and previous three years as a minimum)*

| Information to be published   | How the information can be obtained                 |
|---|---|
| Admissions Policy – arrangements and procedures and right of appeal   | Individual academy website, prospectus or hard copy |
| Governing Body/Trust meetings agendas, papers and minutes – information that is considered to be private will be excluded | Hard copy   |

### 9.5 Our policies and procedures

*(Current written protocols, policies and procedures for delivering our services and responsibilities – current information only)*

*(Currently maintained lists and registers only)*

| Information to be published   | How the information can be obtained        |
|---|--|
| Curriculum circulars and statutory instruments  | Academy website / newsletters or hard copy |
| Disclosure logs   | Available for inspection                   |
| Asset register  | Available for inspection                   |
| Any information the Academy is currently legally required to hold in publically available registers | Available for inspection or hard copy      |

### 9.6 The services we offer

*(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)*

| Information to be published  | How the information can be obtained                     |
|--|---|
| Extra-curricular activities  | Academy website / Prospectus / Newsletters              |
| Out of school clubs  | Academy website / Prospectus / Newsletters              |
| Academy publications   | Academy website / Prospectus / Newsletters or hard copy |
| Service for which the academy is entitled to recover a fee, together with those fees | Hard copy   |
| Leaflets, booklets and newsletters   | Academy website / Prospectus / Newsletters / hard copy  |