



FREEDOM OF INFORMATION POLICY

Publication Scheme

1. Policy Statement

The Trust will comply with the terms of the Freedom of Information Act 2000, and any subsequent relevant legislation, to ensure all information held by the Trust is treated in a manner that is fair and lawful. This policy should be used in conjunction with the Trust's Data Protection Policy.

The Freedom of Information Act was introduced to promote greater openness and accountability across the public sector and establishes a general right of access to information held by public authorities. The Trust commits to make information available to the public as part of its normal business activities. The information covered in included in the classes of information below, where this information is held by the Trust.

2. Classes of Information

The class information the Trust undertakes to make available are organised into broad topic areas:

- **Who we are and what we do:** general information about the Trust and its schools eg its staff, leadership and governance, information about the curriculum, school terms and events
- **What we spend and how we spend it:** financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- **What our priorities are and how we are doing:** strategy and performance information eg Ofsted report and results of SATs
- **How we make decisions:** decisions of the leadership of the Trust, Schools and Directors, as well as Admission Policies
- **Our policies and procedures:** current written policies and procedures for delivering our services and responsibilities
- **Lists and registers:** information held in registers required by law and other lists and registers relating to the function of the Trust and its schools.
- **Services we offer:** eg out of school clubs, extra-curricular activities, newsletters

3. Method by which the information published under this scheme will be made available

The schools 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 schools, information will be provided on our website. 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 indicate how information can be obtained by other means and provide it by those means.

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 an authority is legally required to translate any information, it will do so.

Last Review: June 2019

Next Review: June 2021

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.

4. Charges which may be made for information published under this scheme

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 school 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.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified 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.

5. Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit the websites of each school.

Mr S. Ward
Chair of Directors
C/o Irthlingborough Junior School
College Street
Irthlingborough
Northants
NN9 5TX

To help process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please)

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

Note: This publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

Signed: **Dated:**
Chair, Board of Directors Risk and Audit Committee

Freedom of Information - Guide to Information available from the Trust and it's schools under the Publication Scheme

Information to be published	How the information can be obtained
Who we are and what we do <ul style="list-style-type: none"> • organisational information, structures, locations and contacts • this will be current information only 	Hard copies and / or website
Academy Master Funding Agreement	On Trust website – www.iflt.org.uk
Academy Trust Memorandum and Articles of Association	On Trust website
Academies staff and structure – names of key personnel	On each academy's website – can be accessed through Trust website
Board of Directors – names, basis of appointment and contact details	On Trust website
Governing Body – names and contact details of the	On each academy's website – can be accessed through Trust website
School sessions, term dates and holidays	On each academy's website – can be accessed through Trust website
Location and contact information – address, telephone number and website	On each academy's website – can be accessed through Trust website
Academy Prospectus	On each academy's website – can be accessed through Trust website

Information to be published	How the information can be obtained
What we spend and how we spend it <ul style="list-style-type: none"> • financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit • this should be a minimum of current and the previous 2 financial years (accounts that have been filed at Companies House) 	Hard copies and / or website
Annual budget plan	Financial Statements on the Trust website Other budget plans on request
Capital Funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	By request
Additional Funding – income generation schemes and other sources of funding	By request
Procurement and Contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through formal tendering process	By request
Staffing and grading structure	By request
Use of Pupil Premium	On each academy’s website – can be accessed through Trust website
Teachers Pay Policy – a statement of the Trust’s policy on procedures regarding teachers’ pay	On Trust website
Directors and Governors’ allowances – details of allowances and expenses claimed or incurred	On Trust website

Information to be published	How the information can be obtained
What our priorities are and how we are doing <ul style="list-style-type: none"> • strategies and plans, performance indicators, audits, inspections and reviews • current information should be published 	Hard copies and / or website
School Profile <ul style="list-style-type: none"> • Government supplied performance data • Ofsted Report 	On each academy's website – can be accessed through Trust website
Trust Development Plan	By request
Appraisal Policy	On Trust website
Trust's future plans	By request – access to the information may be restricted if classified as confidential
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	On each academy's website – can be accessed through Trust website

Information to be published	How the information can be obtained
<p>How we make decisions</p> <ul style="list-style-type: none"> • Decision making process and records of decisions • Current and previous three years as a minimum 	Hard copies and / or website
Admissions Policy – arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria	On Trust website
Board of Directors meeting agendas, papers and minutes – information that is properly considered to be private should be excluded	By request

Information to be published	How the information can be obtained
Our Policies and Procedures <ul style="list-style-type: none"> • Current written protocols, policies and procedures for delivering our services and responsibilities • Current information only 	Hard copies and / or website
School Policies including: <ul style="list-style-type: none"> • Charging and Remissions policy • Health and Safety Policy • Complaints procedure • Staff Conduct Policy • Discipline and grievance Policies • Pay Policy • Staff Recruitment Policies 	Majority of policies are on Trust website – others by request
Pupil and Curriculum policies including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex Education • Special Education Needs • Accessibility • Collective Worship • Pupil Discipline / anti bullying 	On each academy’s website – can be accessed through Trust website
Records management and personal data policies <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection Policies 	By request
Equality and Diversity – policies, schemes, statements, procedures and guidelines relating to equal opportunities	On Trust website

Information to be published	How the information can be obtained
Lists and Registers <ul style="list-style-type: none"> • Currently maintained lists and registers only 	Hard copies and / or website – some information may only be available for inspection
<ul style="list-style-type: none"> • Curriculum circulars and statutory instruments 	By request
<ul style="list-style-type: none"> • Disclosure Logs 	By request
<ul style="list-style-type: none"> • Asset Register 	By request
<ul style="list-style-type: none"> • Any information the Trust is currently legally required to hold in publically available registers 	By request

Information to be published	How the information can be obtained
<p>The services we offer</p> <ul style="list-style-type: none"> • Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses • Currently information only 	<p>Hard copies and / or website – some information may only be available for inspection</p>
<ul style="list-style-type: none"> • Extra-curricular activities 	<p>On each academy’s website – can be accessed through Trust website</p>
<ul style="list-style-type: none"> • Out of School Clubs 	<p>On each academy’s website – can be accessed through Trust website</p>
<ul style="list-style-type: none"> • School Publications 	<p>On each academy’s website – can be accessed through Trust website</p>
<ul style="list-style-type: none"> • Services for which the academy is entitled to recover a fee, together with those fees 	<p>Charging and Remissions Policy is on each academy’s website – can be accessed through Trust website</p>
<ul style="list-style-type: none"> • Leaflets, booklets and newsletters 	<p>On each academy’s website – can be accessed through Trust website</p>