



Community First
Academy Trust

Freedom of Information Publication Scheme Policy

Content
1. Introduction: What a Publication Scheme is and why it has been developed
2. Classes of Information
3. The method by which information published under this Scheme will be made available
4. Charges which may be made for information published under this Scheme
5. Written Requests
6. Contact Details
7. Monitoring, Evaluation and Review
Annex 1: Guide to information available from the Academy under the Model Publication Scheme

This policy, and its associated procedures and protocols, is based on these key principles. We are committed to promoting public understanding of its nature and activities via the systematic publication of all relevant information. We will make every effort to comply with the request for information.



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Freedom of Information Publication Scheme

1. INTRODUCTION: WHAT IS A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

This publication scheme commits the Trust and its Academies 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 / Academy:

- to proactively publish, or otherwise make available as a matter of routine, information, which is held by the Trust or Academy and falls within the classifications below
- to specify the information that is held by the Trust / Academy 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
- 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 review and update, on a regular basis, the information the Trust / Academy makes available under this scheme
- 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.

2. CLASSES OF INFORMATION

2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the Trust and its Academies

2.7 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 Freedom of Information Act, or is 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

3. THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

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 / Academy, 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, the Trust / Academy 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 the Trust / Academy 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.

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 Academy 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 the Trust /Academy 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 Trust / Academy by telephone, email or letter. Contact details are set out below or you can visit the Trust / Academy websites at www.cfat.org.uk; www.plattbridge.wigan.sch.uk; www.rosebridgeacademy.co.uk or <http://www.kingsbridgeeip.co.uk/>

Tel: 01942 487999

Email: info@cfat.org.uk

Address: Community First Academy Trust, Rivington Ave, Platt Bridge, Wigan WN2 5NG

To help us process requests quickly, any correspondence should be clearly marked "PUBLICATION SCHEME REQUEST".

7. MONITORING, EVALUATION AND REVIEW

The Trust will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Annex 1: GUIDE TO INFORMATION AVAILABLE FROM THE ACADEMY UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 1 – Who we are and what we do Organisational information, structures, locations and contacts This will be current information only		
Who's who on the Community First Academy Trust Board and the basis of their appointment	CFAT Website – www.cfat.org.uk	No charge
Instrument of Government	DFE Website – www.dfe.gov.uk	No charge
Contact details for the CEO and for the Trust (named contacts where possible with telephone number and email address (if used))	CFAT Website- www.cfat.org.uk	No charge
Academy Prospectus	Partner School Website	No charge
Staffing structure	Partner School Website	No charge
Academy session times and term dates	Partner School Website	No charge
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum		
Statutory accounts	CFAT Website www.cfat.org.uk Companies House website – www.companieshouse.gov.uk	Schedule of charges
Annual budget plan and financial statements	Hard Copy	Schedule of charges
Capitalised funding	Hard Copy	Schedule of charges
Additional funding	Hard Copy	Schedule of charges
Procurement and projects	Hard Copy	Schedule of charges
Pay policy	Hard Copy	Schedule of charges
Staffing and grading structure	Hard Copy	Schedule of charges
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Academy profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report – Summary and Full Report • Examination Results 	Hard copy Website Website	Schedule of charges No charge No charge
Performance Management policy and procedures adopted by the Trust	CFAT website www.CFAT.org.uk	No charge
Academy Improvement Plan	Hard copy	Schedule of charges
Safeguarding policies and procedures	Website	No charge
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions Policy/decisions (not individual admission decisions)	Website	No charge
Agendas of meetings of the Academy Board and (if held) its sub-committees	Hard copy	Schedule of charges
Minutes of meetings (as above) – N.b. This will exclude information that is properly regarded as private to the meetings.	Hard copy	Schedule of charges
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
Academy policies including: <ul style="list-style-type: none"> • Health and Safety • Complaints procedure • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	CFAT Website www.CFAT.org.uk or Partner School Website	No charge
<ul style="list-style-type: none"> • Staff conduct policy • Discipline and grievance policies 	C.F.A.T - Hard copy	Schedule of charges
Student and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Student discipline 	Partner School Website	No charge

Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Data protection (including information sharing policies) 	Platt Bridge Community School Website – www.plattbridge.wigan.sch.uk	No charge
<ul style="list-style-type: none"> Records retention destruction and archive policies 	C.F.A.T - Hard copy	Schedule of charges
Charging regimes and policies. 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.	Website	No charge
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure logs	C.F.A.T - Hard copy	Schedule of charges
Asset register	C.F.A.T - Hard copy	Schedule of charges
Any information the school is currently legally required to hold in publicly available registers. THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER	Hard copy	Schedule of charges
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only		
Extra-curricular activities	Website	No charge
Out of Academy clubs	Website	No charge
Academy publications	Website	No charge
Services for which the school is entitled to recover a fee, together with those fees	Website	No charge
Leaflets books and newsletters	Website	No charge
Additional Information This will provide the Academy with the opportunity to publish information that is not itemised in the lists above.		

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
Disbursement cost	Photocopying/printing @ 50p per sheet (black & white)	Actual cost 50p
	Photocopying/printing @ 80p per sheet (colour)	Actual cost 80p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation