

Leodis
Academies
Trust



FREEDOM OF INFORMATION PUBLICATION SCHEME

**Adopted by the Trustees of
Leodis Academies Trust
on 12 July 2016**

This policy should be used within the context of the vision and values of Leodis Academies Trust and the individual Academy. The policy sets out the procedure that all Academies within the Trust must adhere to.

The Trustees are responsible for the overall Freedom of Information Publication Scheme.

The Local Governing Board and Principal/Headteacher of each Academy are responsible for the implementation of Publication Scheme.

Distribution

East Ardsley Primary Academy
Hill Top Primary Academy
Westerton Primary Academy
Woodkirk Academy

Signed:

Print: S Rose

Chair of Trustees

Date: July 2016

Signed:

Print: S Talbot

Principal – East Ardsley Primary Academy

Date: July 2016

Signed:

Print: K Hyams

Principal – Hill Top Primary Academy

Date: July 2016

Signed:

Print: S Makin

Principal – Westerton Primary Academy

Date: July 2016

Signed:

Print: J Barton

Principal – Woodkirk Academy

Date: July 2016

CONTENTS PAGE

	Page no
1. Introduction	1
2. Aims	1
3. Classes of information published	1
4. The method by which information published under this scheme will be made available	2
5. Charges which may be made for information published under this Scheme	3
6. Written requests	4
7. How to request information	4

1. INTRODUCTION

- 1.1. This publication scheme commits Leodis Academies 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 Leodis Academies Trust and its Academies.
- 1.2. The scheme covers information already published and information which is to be published in the future. All information in our Scheme is available by email or in paper form.
- 1.3. Leodis Academies Trust acknowledges that there is a default in favour of disclosure of information, however some information which we hold is exempt from publication under the Freedom of Information Act 2000, for example personal data .

2. AIMS

Leodis Academies Trust Freedom of Information Publication Scheme covers our commitment to:

- 2.1. proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Leodis Academies Trust and falls within the classifications below.
- 2.2. specify the information that is held by Leodis Academies Trust and falls within the classifications below;
- 2.3. publish proactively, or otherwise make available as a matter of routine, information in line with the statements contained within this Scheme;
- 2.4. 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;
- 2.5. review and update, on a regular basis, the information Leodis Academies Trust makes available under this scheme;
- 2.6. produce a schedule of any fees charged for access to information which is made proactively available;
- 2.7. make this publication scheme available to the public; and
- 2.8. publish any dataset held by Leodis Academies Trust that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

3. CLASSES OF INFORMATION PUBLISHED

- 3.1. In accordance with the Freedom of Information Act the classes of information are:

- 3.1.1. **Who we are and what we do**
Organisational information, locations and contacts, constitutional and legal governance.

- 3.1.2. **What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
 - 3.1.3. **What our priorities are and how we are doing**
Strategy and performance information, plans, assessments, inspections and reviews.
 - 3.1.4. **How we make decisions**
Decisions of the Trustees, Local Governing Boards and Academies leadership, including consultations.
 - 3.1.5. **Our policies and procedures**
Current written policies and protocols for delivering our functions and responsibilities.
 - 3.1.6. **Lists and registers**
Information held in registers required by law and other lists and registers relating to the function of the Academies.
 - 3.1.7. **The services we offer**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
- 3.2. The classes of information we publish will not generally include:
- 3.2.1. 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;
 - 3.2.2. information in draft form; and
 - 3.2.3. 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. THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

- 4.1. We will indicate clearly the information that is covered by this scheme and how it can be obtained. Please refer to the Appendix to this policy.
- 4.2. Where possible, we will provide information on Leodis Academies Trust website and Academies websites. Where it is impracticable to make information available on our websites or when an individual does not wish to access the information from a website, we will indicate how information can be obtained by other means and provide it by those means.
- 4.3. In exceptional circumstances some information may be available only by viewing in person. Details of how this may be achieved will be provided on request. An appointment to view information will be arranged within a reasonable timescale.

- 4.4. Information will be provided in the language in which it is held or in such other language that is legally required. Where Leodis Academies Trust is legally required to translate any information, it will do so.
- 4.5. 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.
- 4.6. Where redaction (information blacked out/removed) has taken place then a full copy of the information provided will be retained in order to establish, if a complaint is made, what was redacted and why.

5. CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME

- 5.1. 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 Leodis Academies Trust for routinely published material will be justified, transparent and kept to a minimum. Please consult the Schedule of Charges.
- 5.2. Material which is published and accessed on a website will be provided free of charge.
- 5.3. Charges may be made for information, subject to a charging regime specified by parliament.
- 5.4. Charges may be made for actual disbursements incurred such as:
 - 5.4.1. photocopying;
 - 5.4.2. postage and packaging; and
 - 5.4.3. the costs directly incurred as a result of viewing information.
- 5.5. 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 published schedule or schedules of fees which is readily available to the public.
- 5.6. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act or with other statutory powers of the public authority.
- 5.7. 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 the provision of the information.

6. WRITTEN REQUESTS

Information held by Leodis Academies Trust 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.

7. HOW TO REQUEST INFORMATION

7.1. If you require a paper version of any information, or want to ask whether information is available, please contact the relevant Academy by telephone, email or letter. Contact details are set out below.

7.1.1. **East Ardsley Primary Academy**

Email: office@eastardsley.org.uk
Telephone: 0113 8879023
Fax: 01924 872383
Address: Fall Lane, East Ardsley, Wakefield WF3 2BA
Website: www.eastardsley.leeds.sch.uk

7.1.2. **Hill Top Primary Academy**

Email: office@hilltopprimary.org.uk
Telephone: 0113 3074750
Fax: 0113 3074751
Address: Batley Road, West Ardsley, Wakefield WF3 1HD
Website: www.hilltopprimary.org.uk

7.1.3. **Westerton Primary Academy**

Email: office@westerton.org.uk
Telephone: 0113 2533504
Fax: 0113 2521050
Address: Hesketh Lane, Tingley, Wakefield WF3 1AR
Website: www.westerton.leeds.sch.uk

7.1.4. **Woodkirk Academy**

Email: WoodkirkReception@leedslearning.net
Telephone: 0113 336 8140
Fax: 0113 252 6456
Address: Rein Road, Tingley, Wakefield WF3 1JQ
Website: www.woodkirkacademy.co.uk

7.2. To help us process your request quickly, please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**'.