POLICY DOCUMENT

For use by all member schools

Freedom of Information Publication Scheme

	Name	Date
Written By	Mrs K Partridge, Business Manager	October 2012
Approved FGB / Sub-Committee	Jacqui Nelson, Chair FGB	5 December 2012
Review v1.1	Karen Partridge, Business Manager	3 October 2013
Review v1.2	Karen Partridge, Business Manager	November 2014
EHT Authorisation	Jo Brinkley, EHT	September 2015
Review v1.3	Neil Holland, Chair of FARCO	September 2015
Review v1.4	Rob Taylor, Chair of FARCO	October 2016
Review v1.5	Clive Lees, Chair of Trust Board	February 2018
Review v1.6	Rob Taylor, Chair of FARCO	January 2021

Freedom of Information Publication Scheme

1. Introduction

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including academies, should be clear and proactive about the information they make public. Care must be taken to ensure that only information that the individual is entitled to is released and that it does not include other sensitive information in error.

To do this, the Trust has produced this publication scheme, which sets out:

- the classes of information which we publish, or intend to publish
- the manner in which the information is published; and
- whether the information is available free of charge or on payment.

There are exceptions to the information that will be made available, which are:

- information exempt under the Freedom of Information Act, or otherwise properly considered to be protected from disclosure;
- information in draft form; and
- 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.

The scheme covers information already published. All information in the Trust's publication scheme is either available for you on the appropriate school website to download and print off or available in paper form on request.

Some information which we hold may not be made public, for example, personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office (ICO).

2. Aims and objectives

The Trust's aims and objectives are to work together as a team to:

- Promote high standards of teaching, learning and behaviour;
- Ensure that everyone achieves his or her full potential irrespective of race, gender or physical disability;
- Provide a happy, supportive and safe environment.

This publication scheme is a means of showing how the Trust is pursuing these aims.

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the relevant school by telephone, email, fax or letter or visit the website. Contact details are given below.

Hayes Primary School

Email:	admin@hayes-pri.bromley.sch.uk
Tel:	020 8462 1767
Fax:	020 8462 5762
Website:	www.hayes-pri.bromley.sch.uk
Postal address:	Hayes Primary School, George Lane, Bromley, Kent, BR2 7LQ

St Mary Cray Primary Academy

Email:	admin@st-marycray.bromley.sch.uk
Tel:	01689 826081
Website:	www.st-marycray.bromley.sch.uk
Postal address:	St Mary Cray Primary Academy, High Street, St Mary Cray, Orpington. BR5 4AR

Elmstead Wood Primary School

Email:	admin@elmsteadwoodprimary.co.uk
Tel:	0208 857 1504
Website:	www.elmsteadwoodprimary.co.uk
Postal address:	Elmstead Wood Primary School, Castlecombe Road, Mottingham, London, SE9 4AT

Leesons Primary School

Email:	admin@leesons.bromley.sch.uk
Tel:	01689 602786
Website:	www.leesons.bromley.sch.uk
Postal address:	Leesons Primary School Leesons Hill Orpington BR5 2GA

Midfield Primary School

Email:	admin@midfield.bromley.sch.uk
Tel:	020 8300 6161
Website:	www.midfield.bromley.sch.uk
Postal address:	Midfield Primary School Grovelands Road St Paul's Cray Orpington Kent BR5 3EG

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

If the information you are looking for is not available via the scheme, and is not on the website, you can still contact the relevant school to ask if we have it.

4. Paying for information

Information published on our websites is free, although you may incur costs from your Internet Service Provider. If you don't have Internet access, you can access our websites using public facilities.

Single one off copies of information covered by this publication are provided free unless stated otherwise.

*If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or CDs the charge will

be on an hourly basis of £20p/h. You will be advised of the approximate cost of your request before it is fulfilled.

5. Information published

The publication scheme guides you to information which we currently publish.

Type of Information	Description
School or Trust Information (Who we are and what we do) Website free	General school information as follows: School name, address, registered number Staff Lists and information on how staff can be contacted through the school School Plan Term Dates School Start & finish times School prospectus where relevant Outline of the school curriculum
Academy Funding Agreements Website free	The agreement made under section 1 of the Academies Act 2010 between the Academy Trust and Secretary of State to establish the Academy
Articles of Association Website free	
Trust Board and Local Advisory Council members Website free	The names of all local advisory council members and trustees, and the basis on which they have been appointed.
Minutes of meeting of the Trust Board and its committees (as appropriate) (Some information may be confidential or otherwise exempt from publication by law – we cannot therefore publish such information.) Website free	Local Advisory Council or Trust Board meeting minutes.
Agendas and papers considered at Trust Board and Committee meetings Hard copies held on site – free*	All papers and reports (with the exception of information that is properly considered to be private to the meeting).
Policies & Procedures: Statutory Website free	All our policies and procedures give our current written protocols for delivering our services and responsibilities. Includes the following: Safeguarding & Child Protection Data Protection Equality policy and plans Admissions information Charging & Remissions

Published Ofsted reports referring expressly to the school and Performance data supplied to the government Website free	Published report of the last inspection of the relevant school and up to date pupil performance data.
School Development Priorities Website free	A summary of the relevant school's development plan and its main priorities for the academic year. Includes any major proposals for the future of the school that require consultation (if relevant)
Lists and Registers Hard copies held on site – free*	Any information the Trust is currently legally required to hold in publicly available registers (This does not include the attendance register)
What we spend and how we spend it (Pupil Premium and PE funding) Website free	A summary of how the schools use and spend the Pupil Premium Grant and PE funding each year
Annual Report & Accounts Website free	Company annual report and accounts. Accounts have been filed with the Charity Commission and Companies House
Procurement & Contracts (if relevant) Website free	Details of procedures used for the acquisition of goods and services

6. The Services we Offer

Before & Afterschool clubs
Extra-curricular activities/ clubs
Lettings - premises
Newsletters

All of the above information can be found on the relevant school's website and printed off. External provider's telephone numbers can be viewed on the clubs timetable on the website. Links to external provider's websites are also available or information can be requested by email. Email addresses for each school are on the 'Contact' page of the website.

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require any further assistance or wish to make a complaint, then initially this should be addressed to the appropriate Headteacher.

If you are not satisfied with the assistance you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:
Information Commissioner
Wycliffe House
Water Lane
Wilmslow
CHESHIRE SK9 5AF

Enquiry/Information Line:	0303 123 1113 or 01625 545 745(national rate)
Online enquiries:	https://ico.org.uk/global/contact-us
Website:	www.ico.gov.uk