



# POLICY DOCUMENT

For use by all member schools

## Freedom of Information Publication Scheme

	<b>Name</b>	<b>Date</b>
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
Review v1.7	John Cliff, Chair of FARCO	April 2024

## **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

#### 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

#### 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

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
<b>School or Trust Information</b> (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
<b>Academy Funding Agreements</b> 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
<b>Articles of Association</b> Website free	
<b>Trust Board and Local Advisory Council members</b>  Website free	The names of all local advisory council members and trustees, and the basis on which they have been appointed.
<b>Minutes of meeting of the Trust Board and its committees (as appropriate)</b> (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.
<b>Agendas and papers considered at Trust Board and Committee meetings</b>  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).
<b>Policies &amp; Procedures: Statutory</b> 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
<b>Published Ofsted reports referring expressly to the school</b>	Published report of the last inspection of the relevant school and up to date pupil performance data.

<b>and Performance data supplied to the government</b> Website free	
<b>School Development Priorities</b> 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)
<b>Lists and Registers</b> 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)
<b>What we spend and how we spend it (Pupil Premium and PE funding)</b> Website free	A summary of how the schools use and spend the Pupil Premium Grant and PE funding each year
<b>Annual Report &amp; Accounts</b> Website free	Company annual report and accounts. Accounts have been filed with the Charity Commission and Companies House
<b>Procurement &amp; Contracts (if relevant)</b> 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 club 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 live chat function online  
Online enquiries: <https://ico.org.uk/global/contact-us>  
Website: [www.ico.org.uk](http://www.ico.org.uk)

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