



Aletheia
Academies Trust

Freedom of Information Policy

November 2023

| | |
|----------------------|-------------------|
| Company Number: | 07801612 |
| Approved By: | Board of Trustees |
| Policy Type: | Statutory |
| Date of Next Review: | November 2024 |
| Review Period: | One Year |

Contents

Model Publication Scheme..... 3
Freedom of Information Act.....3
Classes of Information4

Model Publication Scheme

Freedom of Information Act

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

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- ▶ To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- ▶ To specify the information which is held by the authority 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 authority 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.

- ▶ To publish any dataset held by the authority 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.
- ▶ The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

Who we are and what we do.

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

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, plans, assessments, inspections, and reviews.

How we make decisions.

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

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

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.

The method by which information published under this scheme will be made available.

The authority 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 a public authority, information will be provided on a 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, a public authority 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.

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.

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 authority 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.

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.

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.

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.

| Class 01: Who we are and what we do | |
|--|---|
| Financial information about projected and actual incomes and expenditure, procurement, contracts, and financial audit. | |
| Information to be published | How the information can be obtained |
| Multi Academy Trust funding agreement | Trust website: https://www.aletheiatruster.org.uk/governance/finance-policies |
| Trust Articles of Association | Trust website: https://www.aletheiatruster.org.uk/governance |
| Trustees, directors, and members | Trust website: https://www.aletheiatruster.org.uk/governance |
| Trust contact details | Trust website: https://www.aletheiatruster.org.uk/contact-us |
| School prospectus and curriculum | Individual academy website |
| Governing body | Trust website: https://www.aletheiatruster.org.uk/governance Individual academy website |
| Information about and duties of the governors | Individual academy website |
| Gender pay gap reporting | Trust website: https://www.aletheiatruster.org.uk/governance/finance-policies |
| School session times and term dates | Individual academy website |

| | |
|----------------------------------|--|
| Location and contact information | Trust website: https://www.aletheiatruster.org.uk/ Individual academy website |
|----------------------------------|--|

Class 02: What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit.

| Information to be published | How the information can be obtained |
|--|---|
| Annual budget plan and financial statements | Trust website: https://www.aletheiatruster.org.uk/governance/finance-policies |
| Expenditures | On request from individual academy / Trust |
| Capital funding | On request from individual academy / Trust |
| Financial audit reports | Trust website: https://www.aletheiatruster.org.uk/governance/finance-policies |
| Procurement and contracts | On request from individual academy / Trust |
| Staff allowances and expenses | On request from individual academy / Trust |
| Staff pay and grading structures | On request from individual academy / Trust |
| Governors' allowances | On request from individual academy / Trust |
| Premiums or other forms of financial support available | On request from individual academy / Trust |
| TU facility time reporting | On request from individual academy / Trust |

Class 03: What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections, and reviews.

| Information to be published | How the information can be obtained |
|---|--|
| Performance data supplied to the government | Individual academy website |
| Latest Ofsted report | Individual academy website Ofsted website: https://reports.ofsted.gov.uk/ |
| Performance management information | On request from individual academy / Trust |
| Future plans | On request from individual academy / Trust |
| Exam and assessment results | Individual academy website Government website: https://www.compare-school-performance.service.gov.uk/ |
| Performance tables | Government website: https://www.compare-school-performance.service.gov.uk/ |
| Data protection impact assessments | On request from individual academy / Trust |

Class 04: How we make decisions

Decision-making processes and records of decisions.

| Information to be published | How the information can be obtained |
|---|--|
| Admissions policy and decisions | Individual academy website |
| Minutes of meeting of the governing body and its committees | On request from individual academy / Trust (note that confidential / sensitive data will not be disclosed) |

Class 05: Our Policies and Procedures

Current written protocols, policies, and procedures for delivering our services and responsibilities.

| Information to be published | How the information can be obtained |
|--|---|
| School policies and other documents | Trust website: https://www.aletheiatruster.org.uk/governance/finance-policies Individual academy website |
| Records management, personal data, and access to information policies | On request from individual academy / Trust |
| Equality and diversity | Trust website: https://www.aletheiatruster.org.uk/governance/finance-policies Individual academy website |
| Safeguarding and child protection | Trust website: https://www.aletheiatruster.org.uk/governance/finance-policies Individual academy website |
| Pay policy | On request from individual academy / Trust |
| Health and safety | Trust website: https://www.aletheiatruster.org.uk/governance/finance-policies Individual academy website |
| Policies and procedures for human resources and the recruitment of staff | On request from individual academy / Trust |
| Careers programme information | Trust website: https://www.aletheiatruster.org.uk/join-aletheia-academies-trust Individual academy website |
| Complaints procedures, including for dealing with parental complaints | Trust website: https://www.aletheiatruster.org.uk/governance/finance-policies Individual academy website |
| Charging regimes and policies | Trust website: https://www.aletheiatruster.org.uk/governance/finance-policies Individual academy website |

Class 06: Lists and Registers

Information to be in currently maintained lists and registers only.

| Information to be published | How the information can be obtained |
|--|--|
| Curriculum circulars and statutory instruments | Individual academy website |
| CCTV | On request from individual academy / Trust |
| Disclosure logs | Individual academy website |
| Asset register | Individual academy website |
| Any information you are currently legally required to hold in publicly available registers | Individual academy website |

Class 07: The services we offer

Information about the services the school provides including leaflets, guidance, and newsletters.

| Information to be published | How the information can be obtained |
|-----------------------------|-------------------------------------|
| Extra-curricular activities | Individual academy website |
| Out of school clubs | Individual academy website |
| School publications | Individual academy website |

| | |
|--|----------------------------|
| Services for which the school is entitled to recover a fee, together with those fees | Individual academy website |
| Leaflets, booklets, and newsletters | Individual academy website |

Schedule of Charges

Any FOI requests will default to digital delivery. This will normally be via e-mail using Portable Document Format (.PDF). Physical copies are available, at cost, as shown.

| Charge Detail | Cost |
|--|--|
| A3 photocopying / printing (Black & White) | 10p per A3 sheet |
| A3 photocopying / printing (Full Colour) | 20p per A3 sheet |
| A4 photocopying / printing (Black & White) | 5p per A4 sheet |
| A4 photocopying / printing (Full Colour) | 10p per A4 sheet |
| Postage Fees | As actual cost (2 nd Class) |

| Academy / Institution | Website URL |
|--|---|
| Aletheia Academies Trust | https://www.aletheiatruster.org.uk/ |
| Cliffe Woods Primary School | https://www.cliffewoods.medway.sch.uk/ |
| Ditton C of E Junior School | https://www.ditton-jun.kent.sch.uk/ |
| Halling Primary School | https://www.halling.medway.sch.uk/ |
| Holy Trinity C of E Primary School | https://www.holytrinity-gravesend.kent.sch.uk/ |
| Horton Kirby C of E Primary School | https://www.hortonkirby.kent.sch.uk/ |
| Rosherville C of E Academy | https://www.rosherville.kent.sch.uk/ |
| Saint George's C of E School (All-Through) | https://www.saintgeorgescofe.kent.sch.uk/ |
| Sedley's C of E Primary School | https://www.sedleys.kent.sch.uk/ |
| Shorne C of E Primary School | https://www.shorne.kent.sch.uk/ |
| St Botolph's C of E Primary School | https://www.st-botolphs.kent.sch.uk/ |
| Stone St Mary's C of E Primary School | https://www.stone.kent.sch.uk/ |
| Sutton-at-Hone C of E Primary School | https://www.sutton-at-hone.kent.sch.uk/ |