

THE ROSE LEARNING TRUST FREEDOM OF INFORMATION PUBLICATION SCHEME



2017

FREEDOM OF INFORMATION PUBLICATION SCHEME

This is the The Rose Learning Trust's publication scheme on information available under the Freedom of Information Act 2000.

The Rose Learning Trust Board is responsible for the maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect academies to provide in order to meet their commitments under the model publication scheme.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The ICO would expect academies to make the information in this document available unless:

- We do not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions, or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible; or
- It would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available to you on our website, to download and print off or available in paper form on request from the Academy.

Some information which we may hold may not be public, for example personal information.

This publications scheme confirms to the latest model scheme for Academies approved by the Information Commissioner.

We endeavour to make as much information as possible available online. If any of the information is not available on line, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The Academy does not charge for information that can be accessed from any of its websites. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

2. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Academy by email, fax or letter. Contact details are set out below:

Email: generalenquiries@roselearningtrust.co.uk

Fax: 01302 789609

Website: theroselearningtrust.co.uk

Contact address: The Rose Learning Trust, Melton Road, Sprotbrough, Doncaster DN5 7SB

To help us process your request quickly, please clearly make any correspondence **“Publication Scheme Request”**.

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

3. Paying for information

Information published on our websites is free, although you may incur costs from your internet service provider. If you do not have Internet access, you can access our websites using a local library or an internet café.

Single copies of information covered by this publications scheme are provided free unless stated otherwise in section 4. If your request means that we have a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. (Charges as of 2014 – 4p per sheet plus

any additional costs incurred.) Where there is a charge this will be indicated in the Schedule of Charges box in the table in Section 4 below.

4. Classes of information currently published

Class 1 – who we are and what we do – current information only

	How it can be obtained	Schedule of charges
Instrument of Government <i>A record of the name and category of the Academy and the name and constitution of its Academy Board</i>	Via Academy website	Free
Academy Board <i>The names and contact details of the Directors</i>	Via Academy website	Free
Academy Session Times and term dates	Via Academy website	Free
Location and contact information <i>The address, telephone number and website for the academy with the names of key personnel</i>	Via Academy website	Free

Class 2 – What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit. **Current and previous two financial years as a minimum.**

	How it can be obtained	Schedule of charges
Academy Budget - <i>Budget distributed by the DfE</i> - <i>Annual income and expenditure returns</i>	Hard copy- contact CFO	£charge may be applicable
Capital funding and information on related building projects and other capital projects	Hard copy – contact Company Secretary	£charge may be applicable

Additional Funding <i>Income generation and other sources of funding</i>	Contact CPO/CFO	£charge may be applicable
Procurement and Contracts - <i>Procedures for procuring goods and services</i> - <i>Details of contracts that have gone through a formal tendering process</i>	Contact CPO/CFO	£charge may be applicable
Staffing Structure	Individual Website Academy	Free
Directors/Academy Allowances <i>Allowances and expenses that can be claimed or incurred</i>	Contact Secretary Company	£charge may be applicable

Class 3 – What are our priorities are and how we are doing (*Strategies and plans, performance indicators, audits, inspections and reviews.*) **Current information as a minimum:-**

	How it can be obtained	Schedule of charges
Academy Profile - <i>Government performance data supplied</i> - <i>Latest Ofsted reports</i>	Individual website and/or www.education.gov.uk Academy	Free
Performance Management <i>Policy and procedures adopted by the Academy/MAT</i>	Individual website Academy	Free
Future Plans <i>Any major proposals for the future of the Academy/Academies</i>	Contact CPO	£charge may be applicable
Every Child Matters/Child Safeguarding <i>Policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the</i>	Individual website Academy	£charge may be applicable

welfare of children in compliance with any guidance issued by the Secretary of State		
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Class 4 – How we make decisions. Current and previous three years as a minimum:-

	How it can be obtained	Schedule of charges
Admissions policy/decisions <i>Individual academy admissions arrangements and procedures, together with information about the right of appeal.</i>	Individual Academy website	Free
Minutes of the Local Academy Governors and the Trustee Board <i>Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting</i>	Redacted minutes on website of individual schools and Trust website	Free

Class 5 – Our policies and procedures. (Written protocols , policies and procedures for delivering our services and responsibilities.) Current information only.

	How it can be obtained	Schedule of charges
Individual Academy Policies/ MAT policies e.g. <ul style="list-style-type: none"> - Charging and remissions policy - Health and safety - Complaints procedure 	Individual Academy website MAT website	Free
Student and Curriculum Policies <ul style="list-style-type: none"> - Home-Academy Agreement - Sex Education - SEND Policy 	Individual Academy website	Free

- <i>Student Discipline</i>		
Records management and personal data policies	Individual Academy website	Free
Equality and diversity <i>Policies, schemes, statements, procedures and guidelines relating to equal opportunities</i>	Individual Academy Website	Free
Policies and procedures for the recruitment of staff	Contact Business lead	Maybe a £charge
Charging regimes and policies	Academy website	Free

Class 6 – Lists and registers (*Currently maintained list and registers only*).

	How it can be obtained	Schedule of charges
Curriculum circulars and statutory instruments <i>Statutory Instruments (for example Regulations)</i>	Academy Website Legislation.com	Free
Disclosure logs <i>Logs of information provided in response to requests</i>	Contact Company Secretary	Maybe a £charge
Assets register	Contact Company Secretary	Maybe a £charge
Any information the Academy is currently legally required to hold in publicly available registers. <u>NOT INCLUDING ATTENDANCE REGISTERS</u>	Contact Company Secretary	Maybe £charge
The services individual Academy's offer e.g. - <i>Extra-curricular activities</i> - <i>Academy publications</i>	Academy website	Free £charge

5. 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 further assistance or wish to make a complaint then initially this should be address to the Company Secretary, The Rose Learning Trust or email admin@richmond.doncaster.sch.uk .

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to 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: 01625 545700

Email: publications@ic-foi.demon.co.uk

Website: www.ico.gov.uk