GREENWOOD ACADEMIES TRUST

Freedom of Information Publication Scheme

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This is the Greenwood Academies Trust Freedom of Information Publication Scheme

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

This publication scheme commits the Greenwood 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 the Greenwood Academies Trust.

The scheme commits the Greenwood Academies Trust to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Greenwood Academies Trust and falls within the classifications below.
- specify the information which is held by Greenwood Academies Trust and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- review and update on a regular basis the information Greenwood Academies Trust makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.

2. Classes of Information

2.1 Who we are and what we do

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

2.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we Make Decisions

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

2.5 Our Policies and Procedures

Current written protocols for delivering our functions and responsibilities.

2.6   Lists and Registers

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

2.7   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.

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

The Greenwood Academies Trust 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 the Greenwood Academies Trust, information will be provided on our 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, we 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.

4.   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 Greenwood Academies Trust 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.

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.

5.   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.

6.   Contact Details

If you require a paper version of any information, or want to ask whether information is available, please contact the Greenwood Academies Trust by telephone, email or by letter. All requests should be directed to the Trust Governance Manager at FOI@greenwoodacademies.org or by telephone at 0115 748 3310.

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme **(and isn't on our website),** you can still contact the Greenwood Academies Trust to ask if we have it.

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

Freedom of Information Guide to information available from the Greenwood Academies Trust under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do **(Organisational information, structures, locations and contacts)** This will be current information only	(hard copy and/ or website)	
Academy Funding Agreement – a link to the document on the Department for Education's website	On the GAT website	Nil
Academy Order (if applicable)	By request	Nil
Academies staff and structure – names of key personnel	On each Academy's website	Nil
Trustees – names and contact details of the Trustees and the basis of their appointment	On the GAT website (The GAT has a Trust Board, rather than a Governing Body)	Nil
Academies session times, term dates and holidays	On each Academy's website	Nil
Location and contact information – address, telephone number and website	On each Academy's website	Nil
Contact details for the Academy Principals and the Academy Advisory Councils (AACs)	On each Academy's website (The GAT has Academy Advisory Councils rather than Academy Governing Bodies)	Nil
Academy Prospectus	On each Academy's website	Nil
Academy Session times and term dates	On each Academy's website	Nil
GCSE results – a link to the data on the Department for Education's website	On each Academy's website	Nil

Information to be published	How the information can be obtained	Charge
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).	(hard copy and/ or website) On the GAT website	None
Annual budget plan and financial statements	Financial statements on the GAT website. Other budget plans by request.	None
Capital funding – details of capital funding allocated to the Academies along with information on related building projects and other capital projects.	By request	According to FOI policy
Additional funding – Income generation schemes and other sources of funding.	By request	According to FOI policy
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	By request	According to FOI policy
Staffing and grading structure.	By request	According to FOI policy
Pay policy – a statement of the Academies' policy on procedures regarding teachers' pay.	By request	According to FOI policy
Trustees' allowances – Details of allowances and expenses that can be claimed or incurred.	Greenwood Academies Trust website	None

Information to be published	How the information can be obtained	Charge
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.	(hard copy and/ or website) On the GAT website and by request	According to FOI policy
Academies profile • Government supplied performance data • OFSTED report – summary and full report	On each Academy's website	None
Performance management information	By request	According to FOI policy
Academies' future plans – any major proposals on safeguarding and promoting the welfare of children.	By request	According to FOI policy
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	On each Academy's website	None

Information to be published	How the information can be obtained	Charge
How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy and/ or website) By request	According to FOI policy
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	On each Academy's website	None
Trust Board meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	By request	According to FOI policy

Information to be published	How the information can be obtained	Charge
Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy and/ or website)	
Academies' policies including: • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies	A number of policies are on each Academy's website, otherwise by request	None
Pupil and curriculum policies, including: • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline	All on each academy's website	None

Records management and personal data policies: • Information security • Records retention • Destruction and archive policies • Data Protection policies	A number of policies are on each Academy website, otherwise by request GAT website	None
Equality and Diversity: (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) • Policies and procedures for the recruitment of staff – details of vacancies should be included	By request	According to FOI policy
Charging Regimes and Policies: This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Charging and Remissions Policy on each Academy's website	None

Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)	
Curriculum circulars and statutory instruments	By request	According to FOI policy
Disclosure logs	By request	According to FOI policy
Asset register	By request	According to FOI policy
Any information the Academies are currently legally required to hold in publicly available registers	By request	According to FOI policy

Information to be published	How the information can be obtained	Charge
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	Academy website	Nil
Out of school clubs	Academy website	Nil
Academy publications	Academy website and occasional hard copy to parents/carers	Nil
Services for which the Academies are entitled to recover a fee, together with those fees	Charging and Remissions Policy on Academy websites	Nil
Leaflets, booklets and newsletters	Academy Website	Nil

Appendix 1

Academy Websites

Beacon Primary Academy	www.beaconprimaryacademy.org
Bishop Creighton Academy	www.bishopcreightonacademy.org
City of Peterborough Academy	www.cityofpeterboroughacademy.org
City of Peterborough Academy Special School	www.copaspecialschool.org
Corby Primary Academy	www.corbyprimaryacademy.org
Danesholme Infant Academy	www.danesholmeinfantacademy.org
Danesholme Junior Academy	www.danesholmejunioracademy.org
Dogsthorpe Academy	www.dogsthorpeacademy.org
Green Oaks Primary Academy	www.greenoaksprimaryacademy.org
Hazel Leys Academy	www.hazelleysacademy.org
Houghton Regis Academy	www.houghtonregisacademy.org
Ingoldmells Academy	www.ingoldmellsacademy.org
Kingswood Primary Academy	www.kingswoodprimaryacademy.org
Kingswood Secondary Academy	www.kingswoodsecondaryacademy.org
Mablethorpe Primary Academy	www.mablethorpeprimaryacademy.org
Mansfield Primary Academy	www.mansfieldprimaryacademy.org

Nethergate Academy	**www.nethergateacademy.org**
Newark Hill Academy	**www.newarkhillschool.co.uk**
Nottingham Academy	**www.nottinghamacademy.org**
Nottingham Girls' Academy	**www.nottinghamgirlsacademy.org**
Purple Oaks Academy	**www.purpleoaksacademy.org**
Queensmead Primary Academy	**www.queensmeadacademy.org**
Skegby Junior Academy	**www.skegbyjunioracademy.org**
Skegness Academy	**www.skegnessacademy.org**
Skegness Infant Academy	**www.skegnessinfantacademy.org**
Skegness Junior Academy	**www.skegnessjunioracademy.org**
Stanground Academy	**www.stangroundacademy.org**
Sunnyside Primary Academy	**www.sunnysideprimaryacademy.org**
Welland Academy	**www.wellandacademy.org**
Weston Favell Academy	**www.westonfavellacademy.org**
Woodvale Primary Academy	**www.woodvaleprimaryacademy.org**