



# Freedom of Information

Person responsible for policy: Chief Executive

Revised: July 2016

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## Freedom of Information

### Introduction

The Freedom of Information Act 2000 (FOI) gives the public right of access to information produced in the course of work carried out by the River Learning Trust and schools within the Trust. There are exemptions to this right: in particular, data about living, identifiable people ('personal data') continues to be covered by the Data Protection Act and is not generally publicly available except to the person whom the data is about.

The Trustees have responsibility for ensuring that the River Learning Trust complies with the FOI Act.

Under the Freedom of Information Act 2000, public authorities, including schools, must:

- Have a publication scheme approved by the Information Commissioner's Office (ICO)
- Publish information covered by this scheme

The ICTO has produced a [model publication scheme](#) that public authorities must use.

The DfE has issued a [model publication scheme for academies](#) that may be adopted without modification by any public authority without further approval and will be valid until further notice. The River Learning Trust has adopted this model publication scheme for all its schools, which is set out below.

The DfE has also issued a [guide](#) which explains how academies can deal with FOI requests.

The FOI publication scheme lists all the documents which the River Learning Trust will make public as a matter of routine. If the information you are looking for is not available via the scheme, you can make a request in writing for the information you require.

References to the 'authority' and/or 'public authority' the publication scheme below are references to the River Learning Trust or an individual school within the Trust

## **Freedom of Information Publication Scheme for Academies**

This generic 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.

### ***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.

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.

### ***Contact Details***

River Learning Trust  
c/o The Cherwell School  
Marston Ferry Road  
Oxford  
OX2 7EE

Email [office@riverlearningtrust.org](mailto:office@riverlearningtrust.org)  
Tel 01865 558719

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

For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

***Paying for Information***

Information published on the school website is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:

- Requires a lot of printing or photocopying
- Incurs a large postage charge
- Requires a priced item e.g. some printed publication or video.

In such instances, you will be notified in advance.

## Guide to information available from the River Learning Trust under the Freedom of Information Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>CLASS 1: WHO WE ARE AND WHAT WE DO</b>		
Who's who in the Trust/School	Trust or School Website	Free
River Learning Trust Funding Agreements and Supplementary Funding Agreements	Trust Website	Free
Local Governing body, basis of their appointment and method of contact	School Website	Free
Articles of Association	Trust Website	Free
School Prospectus and Sixth Form Prospectus	School Website	Free
School session times and term dates	School Website	Free
Location and key contact information	Trust or School Website	Free
GCSE results	Secondary School Websites	Free
<b>CLASS 2: WHAT WE SPEND AND HOW WE SPEND IT</b>		
Annual budget plan	Hard Copy	See Charges
Audited financial statements	Trust Website	Free
Capital funding	Hard Copy	See Charges
Additional funding	Hard Copy	See Charges
Procurement and contracts	Hard Copy	See Charges
Pay policy	Hard Copy	See Charges
Staffing and grading structure	Hard Copy	See Charges
Governors' allowances	Hard Copy	See Charges
<b>CLASS 3: WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>		
Government supplied performance data	School Website	Free
Latest Ofsted report, including full report	School Website	Free
Performance Management information	Hard Copy	See Charges
Major proposals on safeguarding and promoting the welfare of children	Hard Copy	See Charges
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	School Website	Free

CLASS 4: HOW WE MAKE DECISIONS		
Admissions policy	School Website	Free
Minutes of meetings of full governing body	School Website / Hard Copy	Free / See Charge
Minutes of meetings of Trust Board	Hard Copy	See Charge
CLASS 5: OUR POLICIES AND DECISIONS		
School 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	School and Trust websites or Hard Copy	Free or See Charge
Pupil and curriculum policies including: Home School Agreement Curriculum Sex Education Special Educational Needs and Disability Accessibility Race Equality Collective Worship Careers Education Pupil Discipline	School and Trust websites or Hard Copy	Free or See Charge
Record management & personal data policies	School website	Free
Destruction and archive policies	Hard Copy	See Charge
Equity and diversity	School website	Free
Policies and procedures for recruitment of staff	Hard Copy	See Charge
Charging regimes and policies	School Website	Free
CLASS 6: LIST AND REGISTERS		
Currently maintained lists and registers	Available for inspection where appropriate	Free
Curriculum circulars and statutory instruments	Department of Education website	Free
Disclosure Logs	Available for inspection where appropriate	Free
Asset Register	Available for inspection where appropriate	Free

Any information the Academy is currently legally required to hold in publicly available registers	Available for inspection where appropriate	Free
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CLASS 7: THE SERVICES WE OFFER

School and Trust publications	School and Trust Websites	Free
Services for which the school is entitled to recover a fee, together with those fees	School Website	Free
Extra-curricular activities and after school clubs	School Website	Free
Services for which the Academy is entitled to recover a fee, together with those fees	Hard Copy	See Charge
Leaflets, books and newsletters	Hardcopy or website	Free

### ***Schedule of Charges***

Types of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing at 5p per sheet (black & white)	Actual Cost
	Photocopying/printing at 15p per sheet (colour)	Actual Cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation