Freedom of Information Policy

Prepared By:	Head of Compliance		
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1. Purpose

This policy covers requests for information under the Freedom of Information Act 2000 ("**FOIA**"). It also covers enquiries relating to matters under the Environmental Information Regulations 2004 ("**EIR**"), namely enquiries about air, water, land, natural sites, built environment, flora and fauna, and health, and any decisions and activities affecting any of these.

This policy does not cover enquiries or subject access requests under the Data Protection Act 2018 or the UK General Data Protection Regulation i.e. where the enquirer asks to see what personal information the Hamwic Education Trust (HET or the "Trust") holds about them. These enquiries will be dealt with under the HET Data Protection Policy which can be found on our website.

2. Responsibilities of the Trust

The Trust (HET) understands its responsibilities in relation to FOIA and is committed to applying them. This policy is designed to set out the ways that persons can access their rights to information.

3. Publication Scheme

The Trust has adopted the Information Commissioners' Office model publication scheme. Further details on what the Trust provides access to can be found in Appendix 1.

4. Right of Access

Any person can make a freedom of information request for information that the Trust holds. The request must be in writing (which can include email) and state the requestor's name and correspondence address (including email address). It should clearly describe the information being requested with enough detail to enable us to identify and locate the information.

Where a request is for environmental information which can be released under the EIR, this request can be made verbally. We would request however that any request is made in writing as set out below.

Please help us to provide your information as quickly as possible by sending the request to the Trust in either of these two ways:

1. By email: info@hamwic.org

2. By post:
   Chief Executive Officer
   The Hamwic Education Trust
   Unit E, The Mill Yard
   Nursling Street
   SO16 0AJ

HET will respond within 20 working days (which excludes public holidays) of the date of receipt of the request. Where information is to be provided under the EIR this will also be provided within 20 working days.

Where the original request is not clear and we are required to seek further clarity from you, the time for responding to your request will cease until we receive a further response from you. In the event that we do not receive a further response, or the clarification requested within 2 months of our request for clarification we will assume you no longer wish to pursue your enquiry and close the matter down.

5. Exemptions

Requested information may not be provided if one of the following applies:

- HET does not hold the information
- There is a relevant exemption available
- The request is above the cost limit (being £450 or 18 hours of a staff member's time)
- Where additional clarity or a fee has been requested but has not been provided in the time specified or
- The request is considered vexatious or repeated.

The exemptions that may be relevant depend on the request that has been made, but common exemptions include data protection, prejudice to the effective conduct of public affairs and information intended for future publication.

There are other exemptions that may also be relevant, details of which can be found on the ICO website at Freedom of information and Environmental Information Regulations | ICO.

We will inform you if one or more of these apply in any decision notice. Where the cost limit applies, we will explain how to refine the request to bring it within the cost limit and why the costs limit has been exceeded.

6. Internal Review

Where a requester is not happy with the response to a freedom of information request that has been made, they will be entitled to ask for an internal review of the decision. The internal review must be requested within two months of the decision notice being sent. The internal review will usually be dealt with by someone more senior than the member of staff that provided the initial response. A requester will in most cases receive the outcome of the internal review within 20 working / school days dependent on whether the review is of a Trust or a school response.

Where a requester wishes to have an internal review of an EIR request, this should be requested in writing within 40 working days of any breach of a requirement under the EIR. Once an internal review request is received, we aim to conclude the review and communicate the outcome of this within 20 working days.

If a requester is still not happy with the response following an internal review, they can complain to the Information Commissioner using the following link: FOI and EIR complaints | ICO

7. Contact details

If you require a paper version of any information, or want to ask whether information is available, please contact the managed service team, by telephone, email or letter.

Contact details are set out below, or you can visit our website at www.hamwic.org.

Managed Service Team
The Hamwic Education Trust
Unit E, The Mill Yard
Nursling Street
Southampton
SO16 0AJ
Tel: 023 8078 6833
Email: info@hamwic.org

Further information about the Act can be obtained from:
Information Commissioner's Office (https://ico.org.uk/)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745.

8. Linked Policies or Documents

- HET Data Protection Policy
- HET Record and Retention Schedule

Appendix 1: A guide to the information provided under the publication scheme

1. Introduction

The Freedom of Information Act 2000 gives the public right of access to information held by public authorities, including multi academy trusts. HET will 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.

Under this scheme HET is committed to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the 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 the Trust makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this scheme available to the public.
- Publish any dataset held by HET that has been requested, and any updated versions it holds, unless HET 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.

2. Classes of information to be published

a) Who we are and what we do

(Organisational information, structures, locations and contacts)

Information to be published	How the information can be obtained	Cost
Names of HET and school staff	HET and school websites	No charge
Staffing Structures	Hard copy, electronic copy	Schedule of charges
School local governing body – names and contact details of the governors and the basis of their appointment	Individual school websites	No charge
MAT board of directors	HET website	No charge
School session times, terms dates and holidays	Individual school websites	No charge
Location and contact information – address, telephone number and website	HET/school websites	No charge
Contact details for the school leader and the local governing body	Individual school websites,	No charge

Individual school prospectus	Individual school websites	No charge
GCSE results	Individual school websites	No charge

b) **What we spend and how we spend it**

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Information to be published	How the information can be obtained	Cost
Academy funding agreement (Master funding agreement and supplemental funding agreements)	DfE website HET website Individual school websites	No charge
Annual budget plan and financial statements	HET website, Companies House, EFA website, published accounts online	No charge
Capital funding – details of capital funding allocated to the MAT and information on related building projects and other capital projects	Published accounts online	No charge
Additional funding – income generation schemes and other sources of funding	Published accounts online	No charge
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	Hard copy, electronic copy	Schedule of charges
Staffing and grading structure	Hard copy, electronic copy	Schedule of charges
Pay policy – a statement of the Trust/school's policy on procedures regarding staff pay	Hard copy, electronic copy	Schedule of charges
Governors' allowances – details of allowances and expenses that can be claimed or incurred	Hard copy, electronic copy	Schedule of charges
How pupil premium funding is spent and the effect it has on pupils	Websites of schools that receive this funding	No charge
How year 7 literacy and numeracy catch-up premium is spent and the effect it has on pupils	Websites of schools that receive this funding	No charge
PE and sport premium for primary schools	Websites of schools that receive this funding	No charge

c) **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	Cost
Latest Ofsted reports	Ofsted website Individual school websites	No charge
Values and ethos	HET website Individual school websites	No charge
Performance Tables and exam results	Individual school websites	No charge

School profile	Individual school websites	No charge
Safeguarding and Child Protection policies	Individual school websites	No charge
Special educational needs (SEN) information report	Individual school websites	No charge
Careers programme information	Individual school websites (secondary only)	No charge
Equality information and objectives statement	Individual school websites	No charge
Performance management policy and procedures	Hard copy, electronic copy	Schedule of charges
Gender pay gap report	HET website	No charge
Modern Slavery Act statement	HET website	No charge
Trade Union Facilities Time report	HET website	No charge

d) **How we make decisions**

(Decision making processes and records of decisions – current and previous three years as a minimum)

Information to be published	How the information can be obtained	Cost
Admissions arrangements	Individual school websites HET website	No charge
Exclusion arrangements	Hard copy, electronic copy	Schedule of charges
Agendas and minutes of meetings of Trust Board and any committees (NB this will exclude information that is properly regarded as private to the meetings)	Hard copy, electronic copy	Schedule of charges

e) 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	Cost
HET and/or School Policies	Individual school websites HET website	No charge
Privacy Notices	Individual school websites HET website	No charge
Record retention schedule	Individual school websites HET website	No charge
Curriculum circulars and statutory instruments	Individual school websites	No charge
Subject Access request policy and procedure for handling disclosures safely	Hard copy, electronic copy	Schedule of charges
Any information the school is currently legally required to hold in publicly available registers	Hard copy, electronic copy	Schedule of charges

f) Lists and registers

(Information held in registers required by law and other lists and registers relating to the functions of the Trust)

Information to be published	How the information can be obtained	Cost
Asset register	Hard copy, electronic copy	Schedule of charges

g) **The services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	Individual school websites	No charge
Out of school clubs	Individual school websites	No charge
School publications	Individual school websites	No charge
News and newsletters	Individual school websites	No charge

3. Schedule of Charges

Information will be provided electronically and free of charge where possible. However, there may be circumstances where we need to charge for information, for example if it is only available in paper form and there is a large amount of copying involved.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- Costs directly incurred as a result of viewing information.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 3p per A4 sheet (black & white)	Actual Cost £0.03
	Photocopying/printing @ 6p per A4 sheet (colour)	Actual Cost £0.06
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

Charges will usually be waived if they amount to less than £10. 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.

Where information is available either on HET or school websites, the charge is free. If requestees require hard copies of any of these documents, the charge will be 10p per sheet of paper used.