



**Shaw  
Education  
Trust**

# **Freedom of Information Policy and Publication Scheme**

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## **Introduction**

The Shaw Education Trust is committed to the Freedom of Information Act 2000 (FOIA) and to the principles of accountability and the general rights of access to information, subject to legal exemptions. This policy outlines our response to the FOIA and the framework for managing requests.

## **Background**

The Freedom of Information Act 2000 (FOIA) came into force on 1st January 2005 for all schools. From 1st January 2011 all Academies are also included. Under the Act, any person has a legal right to ask for information held by the Shaw Education Trust. They are entitled to be told whether Shaw Education Trust holds the information, and to receive a copy, subject to certain exemptions.

All information that Shaw Education Trust routinely makes available to the public is included in the Publication Scheme. Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information. The Act is fully retrospective, any past records which Shaw Education Trust holds are included. Shaw Education Trust fully complies with the Retention Schedule produced by the Records Management Society of Great Britain, details are found in our Record Management and Retention Policy. It is an offence to wilfully conceal damage or destroy information in order to avoid responding to an enquiry.

Requests for information can be made to any member of staff, staff need to be aware of the procedure and to forward all requests to the Company Secretary immediately. Requests must be in writing (including email), and should include the enquirers name and address and state what information they require. They do not have to mention the FOIA or why they want the information. Shaw Education Trust has a duty to respond to each request appropriately within 20 days or within 60 days if the request is made during the school holidays. Please refer to the Freedom of Information Procedure for information on the process upon receiving a request.

## **Obligations and Duties**

Shaw Education Trust recognises its duty to:

Provide advice and assistance to anyone requesting information.

Tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny), and provide access to the information we hold in accordance with the Shaw Education Trust Freedom of Information Procedures.

## **Shaw Education Trust Publication Scheme**

The Shaw Education Trust Publication Scheme contains all information available under the FOIA. The Publication Scheme sets out the following:

The classes of information which we publish or intend to publish;

The manner in which the information will be published;

Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. The Publication Scheme and the materials it covers will be readily available in hard copy from Shaw Education Trust. It is also available on the Shaw Education Trust and Academies' websites. This publication scheme conforms to the model scheme for Academies approved by the Information Commissioner.

## **Dealing with Requests**

All requests will be responded to in accordance with the Shaw Education Trust Freedom of Information Procedure.

## **Exemptions**

Certain information is subject to either absolute or qualified exemptions. Details can be found in the Shaw Education Trust Freedom of Information Procedure. When we wish to apply a qualified exemption to a request we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information. Shaw Education Trust will maintain a register of requests where we have refused to supply information and the reasons for the refusal. Information will be retained for 5 years.

## **Public Interest Test**

Unless it is in the public interest to withhold information, it has to be released. Shaw Education Trust will apply the Public Interest Test before any qualified exemptions are applied. Information on applying the Public Interest Test is available in the Shaw Education Trust Freedom of Information Procedure.

## **Charging**

We reserve the right to refuse to supply information where the cost of doing so exceeds the current statutory maximum of £450. Information published on the Shaw Education Trust and Academies websites is free although you may incur costs from an internet

service provider. If you do not have access to the internet, you can access our websites using a local library or internet cafe.

## Postage and Copying

Where the cost of postage, printing or photocopying is below £10, we will not make a charge. Where it is over £10, the first £10 will be free of charge; after that, we will charge the full estimated cost of postage and copying. Before we produce the information we will tell you how much it will cost. If you decide not to pay, then we will not release the information.

If you decide to refine the request so it reduces the cost of, say, copying we are happy to discuss that with you.

## Classes of Information Currently Published

Who Are We and What Do We Do - organisational information, structures, locations and contacts:

Description	Availability: HC= Hardcopy W=Website
Who's who in the Trust and Academies	HC and some academy websites
Academy Council Members and the basis of their appointment	W
Instrument of Government/Scheme of Delegation	W
Contact Details of key personnel	W
School prospectus	W and HC
Trust and Academy Senior staff structure	W
School session times and term dates	W and HC

What We Spend and How We Spend It – current and previous year financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit:

Description	Availability HC= Hardcopy W=Website
Annual budget and financial statements	W and HC
Annual accounts	W and HC
Procurement and capital projects	W and HC
Pay Policy	HC
Vision statement and school plans	W and HC
Safeguarding policies and other statutory policies	W

Decision Making – processes and records for the last 3 years:

Description	Availability HC= Hardcopy W=Website
Admissions Policy	W and HC
Academy council agendas and minutes where appropriate	W and HC
Board level summarised minutes where appropriate	W and HC

Policies and Procedures – current written protocols, policies and procedures:

Description	Availability HC= Hardcopy W=Website
Charging and remissions Policy	W and HC
Health and Safety policy	W and HC
Complaints Procedure	W and HC
FOI Policy and procedure	W and HC
Recruitment and Selection Policy	W and HC
SEND accessibility policy	W and HC
Good Behaviour policy	W and HC
Information Security and Record retention Policies	W and HC

## Comments and Complaints

We welcome comments and suggestions you may have about the scheme. If you want to make any comments about the publication scheme or if you require further assistance or wish to make a complaint this should be addressed to: The Company Secretary, Shaw Education Trust, Kidsgrove Secondary School, Gloucester Road, Stoke-on-Trent, Staffordshire ST7 4DL.

If we have been unable to resolve your complaint satisfactorily and wish to make a formal complaint contact the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 01625 545700.  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)



# Shaw Education Trust

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**Pupil &  
people  
centred**

**Act with  
integrity**

**Be  
innovative**

**Be best  
in class**

**Be  
accountable**