



**Publication Scheme**

**Ref: D006**

## Freedom of Information Act Publication Scheme

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## 1. Aim of the Publication Scheme

- 1.1 The Trust is committed to the Freedom of Information Act 2000, which came into force on 1st January 2005 and which includes Academies by the Academies Act 2010, with effect from 1st January 2011. The Trust is committed to the principles of accountability and the general right of access to information, subject to legal exemptions.
- 1.2 Under the Freedom of Information Act 2000, any person has a legal right to ask for access to information held by the Trust. They are entitled to be told whether the Trust holds the information, and to receive a copy, subject to certain exemptions.
- 1.3 In order to comply with the requirements of the Act, the Trust has adopted the Model Publication Scheme as approved by the Information Commissioner's Office (Appendix 1 and link below.)

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

- 1.4. The publication scheme covers the Trust's commitment on the following points:
  - To proactively publish, or otherwise make available as a matter of routine, information which is held by the Trust and falls within the classifications below
  - To specify the information that is held by the Trust 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 academy 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.
- 1.3 All information in the Publication Scheme is available in paper form.

## 2. Categories of information published

- 2.1 The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website [www.prospere.org.uk](http://www.prospere.org.uk) and is categorised in Annex 1.
- 2.2 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. This includes information protected by the Data Protection Act<sup>1</sup>.
  - 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. Requests for information

- 3.1 Information that is not published under the scheme can be requested by e-mail or letter. All requests will be considered in accordance with the provisions of the Freedom of Information Act.
- 3.2 Contact details: Andi Bryan – Data Protection Officer,  
Email: [dpo@prospere.org.uk](mailto:dpo@prospere.org.uk). Telephone 0161 436 3009.  
Address: Prospere Learning Trust, Piper Hill High School, Firbank Road,  
Wythenshawe, Manchester, M23 2YS.
- 3.3 Please make the subject of your request "**Publication Scheme Request**".

### 4. How we will deal with a FOIA request for information

- 4.1 If the request relates to a single academy, the responsibility lies with the Principal of that academy.
- 4.2 If the request relates to multiple academies within the Trust, the responsibility for co-ordinating the request lies with the Chief Executive Officer (CEO). The Principals of each academy involved in the request will be required to provide information to the CEO.

### 5. Charges

- 5.1 Information published on the Trust's 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.
- 5.2 In such instances, you will be notified in advance.

### 6. Feedback and Complaints

- 6.1 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 addressed to the Company Secretary, Prospere Learning Trust.
- 6.2 If you are not satisfied with the assistance that you receive and want to make a formal complaint, this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act and 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](mailto:publications@ic-foi.demon.co.uk)  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)

## Appendix 1: Model publication scheme

### Freedom of Information Act

This 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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.

**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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

## Appendix 2: FREEDOM OF INFORMATION

### GUIDE TO INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME

The Freedom of Information Act (FOIA) requires all schools to adopt and maintain a publication scheme. We must produce and publish the method by which the specific information will be available.

Information that is not listed in the publication scheme can still be requested and should be made available unless it can be legitimately withheld.

Charges may be made for activities such as printing, photocopying and postage as well as information for which the academy is legally authorised to charge. Anyone requesting information will be informed of any charge before the information is provided.

| Information to be published  | How the information can be obtained   | Cost             |
|--|---|------------------|
| <b>Class 1: Who we are and what we do</b><br>(Organisational information, structures, locations and contacts, constitutional and legal governance) |   |                  |
| Memorandum & Articles of Association   | Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a>                                | No charge        |
| Master Funding Agreement   | Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a>                                | No charge        |
| Scheme of Governance   | Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a>                                | No charge        |
| Members and Directors of the Trust Board and contact information   | Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a>                                | No charge        |
| Supplemental Funding Agreements  | Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a><br>Individual academy websites | No charge        |
| Local Governing Body Constitution and Terms of Delegation  | Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a>                                | No charge        |
| Local Governing Body Membership  | Individual academy websites   | No charge        |
| Individual Academy/ session times and term dates   | Individual academy websites   | No charge        |
| Academy staff and staffing structures  | Application where not on individual academy websites  | Refer to academy |
| Trust Central Staff  | Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a>                                | No charge        |
| Contact – Location and contact information   | Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a><br>Individual academy websites | No charge        |
|  |   |                  |



| <b>Class 2: What we spend and how we spend it</b>   |   |                                  |
|---|---|----------------------------------|
| Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.  |   |                                  |
| <u>Trust Budget</u>   | Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a>                                |                                  |
| <ul style="list-style-type: none"> <li>- Budget distributed by the DfE</li> <li>- Annual Report and Financial Statements</li> </ul>   | Application to Trust Office<br>Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a> | Schedule of charges<br>No charge |
| Capital funding and information on related building projects and other capital projects   | Application to Trust Office   | Schedule of charges              |
| Financial audit reports   | Application to Trust Office   | Schedule of charges              |
| Financial Management Policy   | Application to Trust Office   | Schedule of charges              |
| <u>Pay Policy</u><br>The statement of the school's pay policy and procedures regarding teachers' pay  | Application to individual academies   | Refer to academy                 |
| Additional Funding  | Application to Trust Office   | Schedule of charges              |
| <u>Procurement and contracts</u><br>Details of procedures used for the acquisition of goods and services.<br>Details of contracts that have gone through a formal tendering process | Application to Trust Office   | Schedule of charges              |
| <u>Staffing and Grading Structure</u><br>The names and positions of all staff of the school, and how they may be contacted via the school   | Application to individual academies   | Refer to academy                 |
| Governors/Trustees Allowances – Details of allowances and expenses that can be claimed or incurred  | Application to Trust Office   | Schedule of charges              |
|   |   |                                  |

| <b>Class 3: What our priorities are and how we are doing</b>  |   |  |
|---|---|--|
| Strategy and performance information, plans, assessments, inspections and reviews.  |   |  |
| <u>Academy Profile</u><br>- Government supplied performance data<br>- Latest Ofsted reports   | DfE website <a href="http://www.gov.uk/school-performance-tables">www.gov.uk/school-performance-tables</a><br>Individual Academy websites | No charge<br><br>No charge                           |
| Performance Management Policy and Procedures adopted by the Trust   | Application to the Trust Office   | Schedule of charges                                  |
| <u>Future plans</u><br>- Any major proposals for the future of the Trust/Academies<br>- Trust Development Plan<br>- Individual Academy Improvement Plans  | Application to the Trust Office/academies<br>Application to the Trust Office<br>Application to the individual Academy                     | Schedule of charges Refer to academy                 |
| <u>Safeguarding and Child Protection</u><br>- The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State. | Individual Academy websites   | Refer to academy                                     |
| <b>Class 4: How we make decisions.</b>  |   |  |
| Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.   |   |  |
| <u>Admission policy/decisions</u><br>Individual Academy admissions arrangements and procedures, together with information about the right of appeal   | Individual Academy websites   | Free   |
| <u>Minutes of Local Governing Bodies and the Trust Board</u><br>Minutes, agendas and papers considered at such meetings, with the exception of information that is properly considered to be private to the meeting   | Individual Academy websites (Local Governing Body)<br>Application to the Trust Office (Trust Board)                                       | Free if on website otherwise see Schedule of charges |
| Local Governing Body Constitution and Terms of Delegation and PLT Decision Making Matrix  | Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a>  | Free   |
| Committee Terms of Reference  | Individual Academy websites   | Free   |
|   |   |  |

| <b>Class 5: Our policies and procedures.</b>  |   |                     |
|---|---|---------------------|
| Current written protocols for delivering our functions and responsibilities.  |   |                     |
| <u>Trust Policies</u> <ul style="list-style-type: none"> <li>- Health &amp; Safety Statement of Intent</li> <li>- Complaints Procedure</li> <li>- Staff Code of Conduct</li> <li>- Discipline and grievance policies</li> <li>- Information request handling policy</li> <li>- Complaints procedure</li> <li>- Gifts Policy</li> <li>- Expenses Policy</li> </ul> | Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a>                                | Free                |
| Student and Curriculum Policies   | Individual Academy websites   | Free                |
| <u>Records Management and personal data policies</u> <ul style="list-style-type: none"> <li>- Data protection (including information sharing) policies</li> </ul>   | Individual Academy websites   | Free                |
| <u>Equality and diversity</u> <ul style="list-style-type: none"> <li>- Policies, schemes, statements, procedures and guidelines relating to equal opportunities</li> </ul>  | Individual Academy websites   | Free                |
| Policies and procedures for the recruitment of staff  | Application to Trust Office<br>Application to individual academies  | Schedule of charges |
| <u>Charging regimes and policies</u><br>This should include details of any statutory charging regimes. Charging policies should include 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  | Trust website – <a href="http://www.prospere.org.uk">www.prospere.org.uk</a><br>Individual Academy websites | Free                |
| <b>Class 6: Lists and registers</b>   |   |                     |
| Information held in registers required by law and other lists and registers relating to the functions of the authority.   |   |                     |
| <u>Curriculum circulars and statutory instruments</u><br>Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.  | Application to individual academies<br>Application to Trust Office  | Schedule of charges |

|  |   |   |
|--|---|---|
| <u>Disclosure logs</u><br>Logs of information provided in response to requests   | Application to the individual academies/Trust | Schedule of charges<br>Refer to academy |
| Asset register   | Application to Trust Office                   | Schedule of charges                     |
| Any information the Trust is currently legally required to hold in publicly available registers.   | Application to Trust Office                   | Schedule of charges                     |
| <b>Class 7: The services we offer</b><br>Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. |   |   |
| Extra-curricular activities and out of school clubs  | Individual Academy websites                   | Refer to Academy                        |
| School publications  | Individual Academy websites                   | Refer to Academy                        |
| Services for which the academy is entitled to recover a fee, together with those fees  | Individual Academy websites                   | Refer to Academy                        |

### Schedule of Charges

| Type 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 second class |
| Statutory Fee     |   | In accordance with the relevant legislation     |