

# Chorus Education Trust

## Freedom of Information Act – Publication Scheme and Guide to Information

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# 1. Freedom of Information Act Model Publication Scheme

## 1.1 Introduction

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 the 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.

## 1.2 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.

## **1.3 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 and when providing information in accordance with this scheme.

## **1.4 Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information 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 schedule 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 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.

## **1.5 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.

Guide to information available from this Trust/academy under the Freedom of Information publication scheme.

Requests for information should be clearly marked “FOI publication scheme” and submitted to either the Trust or appropriate School:

- Nicky Mason, Trust PA - Bents Crescent, Sheffield S11 9QH.  
Email: [info@chorustrust.org](mailto:info@chorustrust.org)
- Debbie Miller, School PA – Silverdale School, Bents Crescent, Sheffield S11 9QH.  
Email: [enquiries@silverdale-chorustrust.org](mailto:enquiries@silverdale-chorustrust.org)
- Julie Wilson, School PA – Westfield School, Eckington Road, Sheffield S20 1HQ.  
Email: [enquiries@westfield-admin.co.uk](mailto:enquiries@westfield-admin.co.uk)

- Sarah Mappin, School PA – Hope Valley College, Castleton Road, Hope, Derbyshire S33 6SB.  
Email: [enquiries@hopevalley-chorustrust.org](mailto:enquiries@hopevalley-chorustrust.org)

## 2. Guide to Information Available from Chorus Education Trust under the FOI Publication Scheme

### 2.1 Information published

The table below lists the information available and where it is published and available.

Information to be published	On Trust website - free	On School website - free	Signposted to another website	On Request – electronic free	On Request – hardcopy with charge
<b>Who we are and what we do – organisational information, structures, locations and contacts (current info only)</b>					
Articles of Association	X				
School prospectus and curriculum		X			
Governance – Trustee names, details of how to contact	X				
Governance – Local Governing Body (Academy) names, details of how to contact		X			
School session times, term dates and holidays		X			
Location and contact information – address, telephone number, email and website	X	X			
<b>What we spend and how we spend it – financial information (current and previous financial year)</b>					
Audited accounts	X				
Annual budget plan and financial statements				X	X
Capital funding – details of funding allocated along with information on building and capital projects				X	
Additional funding – details of action plans and impact eg Pupil premium		X			
Financial audit reports				X	X
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				X	X
Staff allowances and expenses				X	X
Staff pay and grading Structures – part of audited accounts	X				
Governors allowances – part of audited accounts	X				
<b>Our priorities and how we are doing – strategies, plans, performance indicators, audits inspections and reviews (current only)</b>					
Performance data - supplied by the government			X		
OFSTED report – in summary and full			X		
Performance management information – policy and procedures for staff performance management and appraisal				X	X
Academy future plans – major proposals for school future eg consultations				X	X

Information to be published	On Trust website - free	On School website - free	Signposted to another website	On Request – electronic free	On Request – hardcopy with charge
Safeguarding and child protection – policies and procedures for safeguarding and promoting the welfare of children	X	X			
<b>How we make decisions – decision making process and records of decisions (current and previous 3 years)</b>					
Admissions – arrangements and procedures		X			
Admissions – information on application numbers and number of successful applicants by criteria				X	X
Governance – Trustee minutes, agendas and papers, with the exception of information that is properly considered to be private				X	X
Governance – Local Governing Body minutes, agendas and papers, with the exception of information that is properly considered to be private				X	X
<b>Our policies and procedures – Trust – Current written protocols, policies and procedures for delivery of services and responsibilities (current only)</b>					
Attendance (sickness and absence) policy - employees				X	X
Allegations of Abuse Against Employees				X	X
Capability policy - employees				X	X
CCTV procedures and statement	X				X
Code of Conduct - employees				X	X
Code of Conduct – members, trustees and governors				X	X
Complaints procedure	X				X
Communications policies and protocols	X	X			X
Data protection policy and privacy notices	X				
Disciplinary policy - employees				X	X
Equality and Diversity Policy	X				X
Exceptional Leave During Term Time - employees				X	X
Financial administration and control policy and procedures				X	X
Flexible retirement - employees				X	X
Flexible working - employees				X	X
Freedom of Information request procedures and FOIA policy and publication schedule	X				X
Grievance policy - employees				X	X
Health & Safety Policy	X				X
IT acceptable use policy				X	X
Maternity, paternity and adoption leave policy - employees				X	X
Pensions Policies - employees				X	X

Information to be published	On Trust website - free	On School website - free	Signposted to another website	On Request – electronic free	On Request – hardcopy with charge
Record Retention Schedule	X				X
Recruitment policies – employees (various)				X	X
Risk Management Policy				X	X
Self Evaluation (QA) policy and procedure				X	X
Subject Access Request procedures	X	X			X
Substance Misuse - employees				X	X
Whistleblowing Policy and Procedure				X	X
Our policies and procedures – Academy (as above)					
Accessibility plan		X			
Adverse Weather		X			X
Critical Incident and Business Continuity Plan				X	X
Fire strategy				X	X
First Aid and control of medicines				X	X
Visitor Procedures				X	X
Volunteers in Schools Procedures				X	X
<b>Our policies and procedures – pupils and curriculum (as above)</b>					
Assessment cycle		X			
Attendance procedures - pupils		X			
Behaviour for learning - pupils		X			
Relationships and Sexual Education (RSE) Policy	X	X			
Careers Policy	X	X			
Examinations policies and procedures		X		X	X
Exceptional leave during term time		X		X	X
Exclusions policy	X	X			
Ethos & Values		X			X
Home School Agreement		X			
Homework		X			X
Inclusion policy	X	X			
Post 16 progression and provider access policy statement		X		X	X
Prevent Policy	X	X			
Safeguarding and Child Protection	X	X			
School visits and journeys	X	X			

Information to be published	On Trust website - free	On School website - free	Signposted to another website	On Request – electronic free	On Request – hardcopy with charge
SEND report		X			
Substance misuse - pupils				X	X
Teaching and Learning Policy				X	X
<b>Lists and registers (currently maintained only)</b>					
Business Interests Register	X	X		X	X
Curriculum, circulars and statutory instruments				X	X
Disclosure logs				X	X
Asset register – inspection only				X	X
Any information the Trust or academy is currently legally required to hold in publicly available registers				X	X
<b>The services we offer (current information only)</b>					
Extra-curricular activities		X			
Out of school clubs		X			
School publications					
Services for which the academy is entitled to recover a fee, together with those fees				X	X
Leaflets, booklets and newsletters		X			

## 2.2 Schedule of charges for information

The table below details the charges of hardcopy information and the basis of how the charges have been arrived at. There is no charge for the provision of the electronic information listed above, we expect these items to be downloaded by yourselves from the listed source.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/ printing @ 3p per double sided A4 sheet (black & white)	Actual cost incurred by the school
	Photocopying/ printing @ 18p per double sided A4 sheet (colour)	Actual cost incurred by the school
	Photocopying/ printing @ 5p per double sided A3 sheet (black & white)	Actual cost incurred by the school
	Photocopying/ printing @ 22p per double sided A3 sheet (colour)	Actual cost incurred by the school
	Postage	Actual cost of Royal Mail –standard 2 <sup>nd</sup> class
Statutory fee		In accordance with relevant legislation