

Staffordshire University Academies Trust		Trust Policy Document			
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		General Public <input checked="" type="checkbox"/>			

Freedom of Information Policy

Principles

This is the Staffordshire University Academies Trust (SUAT) Freedom of Information Policy is inclusive of the Guide to Information and Charging Scheme which is based on the ICO's Model Publication Scheme on information available under the Freedom of Information Act 2000.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA 2000) is that public authorities, including Academies, should be clear and proactive about the information they will make public.

To do this we adopt the Information Commissioner Office's Model Publication Scheme which sets out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- 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. All information in our Guide to Information is **either available from the individual Academy Principals or the Staffordshire University Academies Trust** and is accessible in paper or electronic forms.

Some information held may not be made public, for example personal information. Further detail regarding when SUAT will refuse a request for information under the Freedom of Information Act 2000 is provided in section eight of this policy document.

2. Aims and Objectives

Each Academy and the Trust aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child.
- Help every child develop the skills, knowledge and personal qualities needed for life and work. The SUAT FOI Policy is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into the following areas:

- *Organisational information*
- *Academy Prospectus*
- *Governors' Documents, LAC Documents*
- *Pupils & Curriculum*
- *SUAT Policies and other information related to the Academies*

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- Trust wide policies and information
- Financial information

4. How to request information

To make a request for information under the FOIA 2000 from one of the Academies, based on the documents specified within the Publication Scheme, please contact the relevant Academy by telephone, email or letter. Contact details are displayed on each Academy website.

To make a request for information about the Trust, please contact the Trust directly via the contact information displayed on the Trust website – www.suatrust.co.uk.

If the information you're looking for is not available via the scheme, you can still contact the Academy or the Trust to ask if we have it.

5. Charges for information

Information published on our websites is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Charges may be made for actual disbursements incurred such as:

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

Single hard copies of information covered by this publication are provided free unless your request means that we have to do a lot of photocopying or printing, pay a postage charge, or is for a priced item such as some printed publications or videos.

Where a charge for providing the information is applicable, we will let you know the cost before fulfilling your request. Charges will be transparent and kept to a minimum.

6. Classes of Information Currently Published

Organisational Information – this section sets out information published about the Trust and Academies.

Class	Description
Organisational Information	<ul style="list-style-type: none"> • Structures • Locations • Key contact details including telephone number and email address • Articles of Association • The name of the Academy • The category of the Academy

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	<ul style="list-style-type: none"> • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • Details of any trust • If the Academy has a religious character, a description of the ethos • The date the instrument takes effect
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Academy Prospectus – this section sets out information published in the Academy prospectus.

Class	Description
Academy Prospectus	<p>The statutory contents of the Academy prospectus are as follows; (other items may be included in the prospectus at the Academy’s discretion):</p> <ul style="list-style-type: none"> • The name, address and telephone number of the Academy • The names of the Principal, the Chair of the Local Academy Council and the Chair of the Trust Board • Information on the Academy policy on admissions • A statement of the Academy’s ethos and values • Parents right to withdraw their child from religious education and collective worship and the alternative provision for those pupils • Information about the Academy’s policy on providing for pupils with special educational needs • Number of pupils on roll and rates of pupil’s and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/GNVQ results in the Academy, locally and nationally • A summary of GCE A/AS level results in the Academy and nationally • The number of pupils studying for and percentage achieving other vocational qualifications • The destinations of school leavers* • The arrangements for visits to the Academy by prospective parents

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Trust Board Annual Report and other information relating to the governing body – this section sets out information published in the Trust’s Annual Report and in other governing body documents.

The Governing Body and its committees	<ul style="list-style-type: none"> Agreed minutes of meetings of the governing body and its committees Agreed minutes of meetings of the Local Academy Council and its committees
Local Academy Councils	<ul style="list-style-type: none"> Names of Local Academy Council and Trust Board Members Basis of appointment Details of how to contact members via the Academy or Trust

Pupils & Curriculum Policies – This section gives access to information about policies that relate to pupils and the curriculum

Class	Description
Home – Academy agreement	Statement of the Academy’s aims and values, the Academy’s responsibilities, the parental responsibilities and the Academy’s expectations of its pupils for example homework arrangements.
Curriculum Policy	Statement on following the policy of the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the Academy.
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the Academy’s policy on providing for pupils with special educational needs.
Accessibility Plans	Plan for increasing participation of disabled pupils in the Academy’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality.
Anti-Bullying	Statement of procedures for managing bullying and supporting pupils/students subject to bullying.
Attendance	Statement of procedures for managing pupil attendance in the Academy setting.
Behaviour	Statement of behavioural expectations and procedures for managing and supporting pupil/student behaviour.
Admissions	Statement confirming admissions arrangements for the current and following academic years, including procedures and the right to appeal.

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SUAT Policies and other information related to the Academy – This section gives access to information about policies that relate to the Academy in general.

Class	Description
Published reports of Ofsted referring expressly to the Academy	Published report of the last inspection of the Academy and the summary of the report and where appropriate inspection reports of religious education in those designated as having a religious character.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where designated as having a religious character.
Charging and Remissions Policies	A statement of the Academy's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, educational visits
Academy session times and term dates	Details of Academy term dates, INSET days, holidays, session times
Information surrounding additional services delivered	Extra-curricular activities, out of school clubs, publications, newsletters, events
Health and Safety Policy	Statement of Health and Safety arrangements in the academy setting, including specific roles and responsibilities
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Principal on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key Stage 4
Safeguarding	Statement of arrangements for safeguarding in accordance with Keeping Children Safe in Education 2019. Policy for safeguarding and promoting welfare of pupils at the Academy (from March 2004)

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Prevent	Statement of procedures in relation to promoting welfare and wellbeing by preventing extremism and radicalisation, including the radicalisation / violent extremism referral process.
E-Safety	Statement of procedures in relation to keeping users of ICT systems safe online and protecting SUAT technological infrastructures, including responsibilities.
Business Continuity Plan	Statement of procedures, emergency contact information, contingency plans and records in the event of an emergency.
Pupil Premium	Statement of information surrounding the use of funding and assurance that learning opportunities meets the needs of all students/pupils.

Trust Policies and Documentation – information relating to current written policies and procedures for delivering services and responsibilities.

Class	Description
Health and Safety	Statement of arrangements for the management of health and safety across the Trust and within each individual Academy setting including key operational aspects of asbestos management, fire safety management, security, first aid, management of hazardous substances, business continuity planning.
Human Resources	Statement of procedures for managing and supporting staff including absence, disciplinary, induction, code of conduct, attendance, performance, recruitment, appraisals, confidentiality, performance management, return to work, violence and aggression, drug and alcohol misuse, accident and incident reporting and investigating.
Data Protection	Statement of procedures for the management, security and retention of records pertaining personal information, including privacy notices, code of conduct, risk register specific to data protection, information for stakeholders.
Equality and Diversity	Statement of Trust and Academy commitment to tackling inequality. Guidelines and procedures relating to equal opportunities
Gender Pay Gap	Information surrounding Gender Pay Gap reporting, and accompanying statements.
Governance	Statement of arrangements for Local Academy Councils and Trust Boards including code of conduct, election arrangements, strategic plans, link visits protocol, skills reviews.

Financial Information – This section gives access to details relating to financial processes and policies.

Class	Description
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Financial delegation statement	Statement of arrangements for financial management across the Trust and Academies, including roles and responsibilities in relation to the management of the budget.
Audit reports	Statement of outcomes of financial audits
Finance manual	Statement of Trust processes in relation to financial regulation including roles and responsibilities
Financial policies in relation to staff	Statement of arrangements in relation to staff allowances, expenses, pay, using own vehicles for work
Asset Management Plan	Plan for the use of capital funding based on academy condition reports, in accordance with the SUAT Statement of Priorities.
Procurement	Statement of procedures in relation to procurement thresholds and practice across the Trust
Financial statements	Information regarding sources of income and details of expenditure
Local Academy Council and Trustee Allowances	Details of allowances and expenses that can be incurred and claimed by Local Academy Council members and Trustees
Fixed Assets	Statement regarding the management of Fixed Assets.
Master Funding Agreement	Copy of the SUAT Master Funding Agreement

7. Feedback and Complaints

Any requests for information that is not routinely available via the publication scheme will be dealt with as a Freedom of Information request. Requests under the Act will be processed within 20 working days where they are acceptable as information that can be released, in conjunction with section 8 of this policy. Charges may be applied for photocopying, printing and postage.

8. Declining Requests

The Trust and Academies will publish information under the FOIA 2000 unless:

- We do not hold the information
- The information is exempt under one of the FOI exemptions or EIR exemptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource intensive to prepare the material for routine release

A request may be refused under the following circumstances;

- It would cost too much or take too much staff time to deal with the request, which exceeds the cost limit for complying with the request
- The request is vexatious
- The request repeats a previous request from the same person
- Releasing the data would be contrary to the General Data Protection Regulation or the Data Protection Act 2018

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- Harm would arise or would likely arise from disclosure
- Where an exemption applies.

The public interest test may be applied in such circumstances.

Where a request is refused, the requester will be informed by a written refusal notice from the Academy or the Trust in accordance with who the request was originally made with.

9. Review

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about the Trust Guide to Information or Publication Scheme, or if you require further assistance or wish to make a complaint then initially this should be addressed to Mr Keith Hollins, Chief Executive Officer of the Staffordshire University Academies Trust. Contact information can be found on the SUAT website – www.suatrust.co.uk.

SUAT aims to answer queries and complaints to a satisfactory outcome. If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, this should be addressed to the Information Commissioner’s Office, which ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

**Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF**

Or

Enquiry/Information Line: 0303 123 1113
Website: <https://ico.org.uk>