



Freedom of Information Policy and Publication Scheme

Review Due:	February 2022
Last Review	February 2021
Applicable to:	All Trust Schools
Reviewed By:	SP
Approved By:	Trust Board February 2021

This Scheme applies to The Partnership Trust ('the Trust'), this includes all the schools within the Trust.

1 WHAT IS A REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000 (FOI)

- 1.1 Any request for any information from the Trust is technically a request under the Freedom of Information Act 2000 (FOI), whether or not the individual making the request mentions the FOI. However, the Information Commissioners Office (ICO) has stated that routine requests for information (such as a parent requesting a copy of a policy) can be dealt with outside of the provisions of the Act.
- 1.2 In all non-routine cases, if the request is simple and the information is to be released, then the individual who received the request can release the information, but must ensure that this is done within the timescale set out below. A copy of the request and response should then be sent to the Trust's Chief Executive Officer.
- 1.3 All other requests should be referred in the first instance to the Chief Executive Officer, who may allocate another individual to deal with the request. This must be done promptly, and in any event within 3 working days of receiving the request.
- 1.4 When considering a request under FOI, you must bear in mind that release under FOI is treated as release to the general public, and so once it has been released to an individual, anyone can then access it, and you cannot restrict access when releasing by marking the information "confidential" or "restricted".

2 TIME LIMIT FOR COMPLIANCE

- 2.1 The Trust must respond as soon as reasonably possible, and in any event, within 20 working days of the date of receipt of the request. For the Trust when calculating the 20 working day deadline, a "working day" is a school day (one in which pupils are in attendance), subject to an absolute maximum of 60 normal working days (not school days) to respond.

3 PROCEDURE FOR DEALING WITH A REQUEST

- 3.1 When a request is received that cannot be dealt with by simply providing the information, it should be referred in the first instance to the Chief Executive Officer, who may re-allocate to an individual with responsibility for the type of information requested.
- 3.2 The first stage in responding is to determine whether or not the Trust "holds" the information requested. The Trust will hold the information if it exists in computer or paper format. Some requests will require the Trust to take information from different sources and manipulate it in some way. Where this would take minimal effort, the Trust is considered to "hold" that information, but if the required manipulation would take a significant amount of time, the requestor should be contacted to explain that the information is not held in the manner requested, and offered the opportunity to refine their request. For example, if a request required the Trust to add up totals in a spread sheet and release the total figures, this would be information "held" by the Trust. If the Trust would have to go through a number of spread sheets and identify individual

figures and provide a total, this is likely not to be information “held” by the Trust, depending on the time involved in extracting the information.

3.3 The second stage is to decide whether the information can be released, or whether one of the exemptions set out in the Act applies to the information. Common exemptions that might apply include:

3.3.1 Section 40 (1) – the request is for the applicant’s own personal data. This must be dealt with under the subject access regime in the Data Protection Act 2018 (DPA) as detailed in the Trust’s Data Protection Policy.

3.3.2 Section 40 (2) – compliance with the request would involve releasing third party personal data, and this would be in breach of the DPA principles as set out in the Trust’s Data Protection Policy;

3.3.3 Section 41 – information that has been sent to the Trust (but not the Trust’s own information) which is confidential;

3.3.4 Section 21 – information that is already publicly available, even if payment of a fee is required to access that information;

3.3.5 *Section 22 – information that the Trust intends to publish at a future date;*

3.3.6 *Section 43 – information that would prejudice the commercial interests of the Trust and / or a third party;*

3.3.7 *Section 38 – information that could prejudice the physical health, mental health or safety of an individual (this may apply particularly to safeguarding information);*

3.3.8 *Section 31 – information which may prejudice the effective detection and prevention of crime – such as the location of CCTV cameras;*

3.3.9 *Section 36 – information which, in the opinion of the Chair of the Trust Board, would prejudice the effective conduct of the Academy. There is a special form for this on the ICO’s website to assist with the obtaining of the chair’s opinion.*

3.4 The sections mentioned in italics are qualified exemptions. This means that even if the exemption applies to the information, you also have to carry out a public interest weighting exercise, balancing the public interest in the information being released, as against the public interest in withholding the information.

4 RESPONDING TO A REQUEST

4.1 When responding to a request where the Trust has withheld some or all of the information, the Trust must explain why the information has been withheld, quoting the appropriate section number and explaining how the information requested fits within that exemption. If the public interest test has been applied, this also needs to be explained.

4.2 The letter should end by explaining to the requestor how they can complain – either by reference to an internal review by a trustee/governor, or by writing to the ICO.

5 CONTACT

5.1 Any questions about this policy should be directed in the first instance to the Trust's Chief Executive Officer. Contact details for the Trust's Chief Executive Officer are set out below:

Email: office@thepartnershiptrust.com (please mark FAO The CEO re FOI Request)

Tel: 01761 404207

Post: The Partnership Trust, Fosse Way School, Longfellow Road, Radstock,
Bath BA3 3AL

Appendix 1

Freedom of Information Publication Scheme

Information to be published	How can the information be obtained
Class 1: Who we are and what we do (organisational information, structures, locations and contacts) Nb, this will be current information only	
Who's who in the Trust	Trust website
Who's who on the Board of Trustees and the basis of their appointment	Trust website
Instrument of Governance, Articles of Association, Funding Agreements	Trust website
Contact details for Trust and individual schools	Trust website
Annual Report and accounts	Trust website
Staffing structure	Individual school websites
School session times and term dates	Individual school websites
Class 2 – What we spend and how we spend it	
The Partnership Trust Annual Report and Accounts	Trust website
Pay Policy	Trust website
Other financial information	Hard copy or email
Class 3 – What our priorities are and how we are doing (Strategies, plans, performance indicators, audits, inspections and reviews)	
The Partnership Trust Annual Report	Trust website
Ofsted Reports and schools performance data	Individual school's websites
Vision, Values and Aims	Trust and Individual School's websites
Future plans eg proposals for any imminent or known consultation on the future of the Trust or schools, eg change of status	Trust and individual school websites
Safeguarding policies and procedures	Individual school websites
Pupil Premium Grant information report	Trust and individual school websites
Sports Funding Grant Information report	Trust and individual school websites
Class 4 – How we make decisions	
Minutes of Trust Board meetings	Hard copy or email
Minutes of School's Local Governing Body meetings	Hard copy or email
Admissions policy (not individual decisions)	Individual school websites
Class 5 – our policies and procedures	
Trust Policies, including Complaints Policy and Staff Code of Conduct, Staff	Website, hard copy or email

Discipline and Grievance, records management and data protection policies and privacy notices.	
Individual School Policies, including Health and Safety, Safeguarding and Child Protection, Pupil Behaviour and curriculum policies	Website, hard copy or email
Class 6 – Lists and Registers Nb currently maintained lists and registers only Note some information may only be available by inspections	
Asset Register	Hard copy
Any information the school is currently legally required to hold in publicly available registers (note this does not include attendance registers)	Hard copy
Class 7 – the services we offer (including information about the services we offer, including leaflets, guidance and newsletters) Current information only Note, some information may only be available by inspection	
Extra curricular activities	Individual school websites or email
Out of school clubs	Individual school websites or email
Services for which the school is entitled to recover a fee together with those fee	Individual school website
Newsletters and leaflets	Individual school website or email

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/ printing @10p per sheet (black and white)	Actual cost plus admin
	Photocopying/printing @ 20p per sheet (colour)	Actual cost plus admin
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Staff costs	Cost of time involved to prepare response - £25 per hour	Flat charge