



Publication Scheme and Information Available Under the Freedom of Information Act 2000

Date	September 2022
Written by	Data Protection Officer
Approval	Executive Board
Review Date	June 2025, for implementation from September 2023

1. Introduction

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our Trust and its Academies to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the Trust that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the Trust is the only owner

2. Information covered in this publication scheme:

There are 7 classes of information we hold:

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer

The scheme covers information already published and information which is to be published in the future. Much of this information is available via our websites.

3. Classes of information

Who we are and what we do

- The Trust’s values and vision
- Organisational information, including staffing structure
- Contact information
- Term dates
- School Prospectus

What we spend and how we spend it

- Financial information relating to projected and actual income, grants and expenditure, tendering, procurement and contracts
- Financial information of specific funding streams and how they are spent □
Financial statement of accounts

What our priorities are and how we are doing

- Strategy and performance information, plans, assessments, inspections and reviews
- School Improvement Plan

- School Evaluation Form
- Educational performance
- Ofsted reports

How we make decisions

- Constitutional and legal governance
- Trust Board governance meeting minutes (excluding minutes properly regarded as confidential)
- Current written protocols for delivering our functions and responsibilities
- Consultations relating to decision making in the Trust

Our policies and procedures

Policies and procedures covering:

- Human Resources
- Finance
- Governance
- Information Technology and Data Protection
- Health and Safety
- Education
- Estates

Lists and registers

- Information held in registers required by law and other lists and registers relating to the functions of the Trust

The services we offer

- The provision offered by the Trust
- Advice and guidance, booklets, newsletters and leaflets

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.

4. The method by which information published under this scheme will be made available

The Trust will publish on its main website or on individual school websites (as appropriate) the information which it is required to publish, having regard to the guidance of the Department for Education, which can be found [here](#).

Information requested under this scheme will be provided electronically in the first instance, alternatively hard copies can be made available. 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.

5. 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 will be justified and transparent and kept to a minimum.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

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.

6. Requests for information

Information held by Astrea Academy Trust and its Academies, that is not published under this scheme can be requested by directly contacting individual academies or the Data Protection Officer by email or in writing. Requests for information should detail what information is required and include a contact name and email address or postal address to facilitate a response. Our DPO is Melanie Basson, Information and Governance Officer, and is contactable via our Sheffield office.

The Quadrant
99 Parkway Ave
Sheffield
S9 4WG
Tel: 0114 2458673
Email: DPO@astreaacademytrust.org

Requests under this scheme will be considered in accordance with the provisions of the Freedom of Information Act 2000.