Inspiring All to Excellence

The Fierté Multi-Academy Trust

Freedom of Information Policy

Document and Version Control

Document Title	Freedom of Information Policy
Effective Date	Summer 2023
Policy Owner	Compliance Officer
Policy Approver	Trust Board

Version	Date	Amended by	Comments
V1	Summer 2020	Linda Webster	Issued
V2	Summer 2021	Linda Webster	Equality statement added
V3	Summer 2022	Linda Webster	Manor Primary Academy Added
V4	Summer 2023	Linda Webster	No changes made

Section	Changes Made

The Freedom of Information Act 2000 makes it a legal requirement for any public authority including academies to produce a publication scheme and guidance for any information requests received. This Act gives individuals the legal rights to access information held by The Fierté Multi Academy Trust.

The Fierté Multi Academy Trust has a duty to provide advice and guidance to anyone who requests information. This policy outlines information from the FOI Act 2000 with details of procedures the Trust must follow should a request for information be made.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any individual and it helps to promote equality across Fierté Multi- Academy Trust.

Legal Framework

This framework has due regard to the following legislation:
  - The General Data Protection Regulations
  - The Data Protection Act 2018
  - The Freedom of Information Act 2000
  - The Freedom of Information and Data Protection (appropriate limit and fees) Regulations 2004

This policy should be viewed in conjunction with the Trust Data Protection Policy.

Accepting Requests for Information

Fierté Multi Academy Trust will only accept a request for information which meets all of the following criteria:
  - It is in writing
  - It states the name of the applicant and an address for correspondence
  - It describes what information is requested

A request made in writing should meet the following requirements:
  - It is transmitted by electronic means
  - It is received in a legible form
  - It can be used for subsequent reference

Requests should be made to:
Mrs. L. Webster
Compliance Officer
Respective Academy address
E.mail: DPO@fierte.org

The Trust will keep a record of all requests received for monitoring purposes, noting:
  - The date the request was received
  - The date the request was acknowledged
  - Name and contact details of who made the request

- The date the request was fulfilled or refused
- What information was requested
- What information was given to the request
- The reason for any exemption being applied
- The reason if failing to meet the 20-day deadline.

Exemptions

Not all information the Trust holds that is covered by the FOI Act will be disclosed in response to a request. For example, information may be withheld under one of the following exemptions available under the Act:

- Information accessible by other means (e.g. website or prospectus)
- Personal Information – requests for information about an individual will be dealt with in accordance with the Data Protection Act 2018 (unless the enquirer wishes to know what information is held about someone else – this information will generally not be disclosed)
- Environmental Information (e.g. regarding playing fields, car parking, phone masts etc.)
- Information provided in confidence to the Trust
- Information the release of which would prejudice or be likely to prejudice the Trust's or a third party's commercial interests

A full list of exemptions can be found on the Information Commissioner's website: https://ico.org.uk.

Charges

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 Trust for routinely published material will be justified and transparent and kept to a minimum. The maximum charge limit is currently £450, which is calculated at a flat rate of £25 per hour as set by government statute.

Any material that is published or can be accessed on Trust or Academy websites will be provided free of charge.

In the case of information not obtainable through the website(s), the Trust reserves the right to charge for actual disbursements incurred such as:

- photocopying – at 10p per sheet of A4 paper
- postage and packaging – at the actual cost to the Trust
- any other costs directly incurred as a result of the information request – at the actual cost to the Trust

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances justified, including the general principles of the right of access to information held by public authorities, and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

Categories of Information Published

Fierté Multi Academy Trust have adopted the ICO model publication scheme committing the Trust to make information available to members of the public as part of its normal business activities. The information covered is included in the categories of information below.

Publication Scheme

Information to be published	How the information can be obtained
Who we are and what we do (Organisational information, structures, locations and contacts)	
Fierté Multi Academy Academies in Trust are: Ankermoor Primary Academy Dosthill Primary Academy Edge Hill Junior Academy Glascote Heath Primary Academy Heathfields Infant Academy Manor Primary Academy Violet Way Primary Academy Wilnecote Junior Academy Our Pride, Our Joy Nurseries and Care Clubs	Trust Website Academy Links
Staff and structure	Academy Links
Trustees and the basis of their appointment	Trust Website
Individual academy board of governors and the basis of their appointment	Academy Links
Instrument of Governance / Articles of Association	Trust Website
Contact details for the Headteacher and for the governing body.	Academy Links
Academy prospectus	Trust Website Academy Links Electronic or hard copies
Academy session times and term dates	Trust Website Academy Links
Address of academy and contact details, including email address.	Academy Links
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit - current and previous financial year as a minimum)	
Annual budget plan and financial statements	Trust Website Academy Links Companies House Education Funding Agency
Capital funding	Trust Website

Financial audit reports	[Trust Website](#)
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six monthly interval where practical.	Electronic or hard copy
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.	Electronic or hard copy
Pay Policy	Electronic or hard copy
Staffing and grading structure	Electronic or hard copy
Trustees / Governors' allowances - Details of allowances that can be incurred or claimed.	Electronic or hard copy

What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Academy Profile Government supplied data • Ofsted report	DfE website, Edubase, hard copy
Performance management policy and procedures	Electronic or hard copy
Safeguarding and child protection policies and procedures	[Trust Website](#) [Academy Links](#)

How we make decisions

(Decision making processes and records of decisions - current and previous three years as a minimum)

Admissions policy / decisions	[Academy Links](#),
Agendas and minutes of meetings of the governing body and its committees. (NB information that is deemed to be confidential will be excluded).	Electronic or hard copy

Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Records management and personal data policies, including:
    • Information security policies
    • Records retention, destruction and archive policies
    • Data protection (including information sharing policies)
	[Trust Website](#)
	[Academy Links](#)
	Electronic or hard copies

Charging regimes and policies.	[Trust Website](#) [Academy Links](#)
Curriculum and other policies.	[Trust Website](#) [Academy Links](#)

Lists and Registers

(Currently maintained lists and registers only - this does not include the attendance register)

Curriculum circulars and statutory instruments	Electronic or hard copy
Disclosure logs	Available for inspection
Asset register	Available for inspection
Any information the school is currently legally required to hold in publicly available registers	Available for inspection Electronic or hard copy
Services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses).	
Extra-curricular activities	[Academy Links](#) Newsletters
Out of school clubs	[Academy Links](#) Newsletters
Services for which the school is entitled to recover a fee, together with those fees	Electronic or hard copy
School publications, leaflets, and newsletters	[Academy Links](#) Newsletters

References

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire   SK9 5AF
https://ico.org.uk/

Fierté Multi Academy Trust

Academy Name:

Re: Freedom of Information request

Dear Mrs. Webster,

Please provide me with the following information that I am entitled to under the Freedom of Information Act 2000.

Name	
Correspondence Address	
Contact Number	
Email Address	
Details of the information requested *Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible.*	Please supply me with:

Yours sincerely,
Name: Date:

If you need any more information from me, please let me know as soon as possible.