

## Freedom of Information Policy

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## Monitoring and review

Staff responsible	:	Chief Operating Officer
Committee responsible	:	Board of Trustees
Links	:	
Date approved	:	March 2018
Review date*	:	March 2020

\*Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and re-circulated.

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**The Boleyn Trust Board of Trustees has agreed to this Policy and, as such, it applies to all Schools within the Trust.**

## Rationale

### 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 in the rest of this document) is that public authorities, including all maintained trusts, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting 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 publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for trusts approved by the Information Commissioner.

## Policy Statement

### Aims and Objectives

The trust aims to:

*enable every child to fulfil their learning potential, with education that meets the help every child develops the skills, knowledge and personal qualities needed for life and work and this publication scheme is a means of showing how we are pursuing these aims.*

### 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 four broad topic areas:

- Governance documents
- Pupils & Curriculum
- Trust Policies and
- other information related to the trust

### How to request information

If you require a paper version of any of the documents within the scheme, please contact the trust by telephone, email, or letter.

Contact details are set out below:

Address: Boleyn Trust, Tollgate Primary School, Barclay Road, London E13 8SA

Telephone: 020 7476 1848

Email: [info@boleytrust.org](mailto:info@boleytrust.org)

To help us process your request quickly, please clearly mark any correspondence "**FOI REQUEST**"

If the information you're looking for isn't available via the scheme, you can still contact the trust to ask if we have it.

## **Paying for information**

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

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

## **Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to: The Chief Operations Officer, The Boleyn Trust, Tollgate Primary School, Barclay Road, London E13 8SA ([info@boleyntrust.org](mailto:info@boleyntrust.org)).

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, then this should be addressed to the Information Commissioner's Office. This is the organisation that 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

Enquiry/Information Line:       01625 545 700

E Mail:                               [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website:                             [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## Annex 1: Method by which information published under this scheme will be made available

Information published on our website is free.

Single copies of information covered by this publication are provided free. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Payment may be requested prior to the provision of the information.

Information to be published	How this information can be obtained	Charge
<p><b>Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	hardcopy and/or website)	
Academy Funding Agreement – a link to the document on the Department for Education’s website		
Academy Order (if applicable)		
Academy staff and structure – names of key personnel	Website	
Governing body – names and contact details of the governors and the basis of their appointment	Website	
School session times, term dates and holidays	Hard copy/website	
Location and contact information – address, telephone number and website	Website	
Contact details for the Headteacher and the Strategic Governing Body	Website	
School Prospectus	Hard copy/website	
School Session times and term dates	Hard copy/website	
<p><b>What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	(hardcopy and/or website)	
Annual budget plan and financial statements		
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects		

Additional funding—Income generation schemes and other sources of funding.		
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.		
Staffing and grading structure		
Pay policy—a statement of the Academy’s policy on procedures regarding teachers’ pay.	Website	
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Website	
<b>What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)	(hardcopy and/or website)	
Current information should be published.		
School profile		
Government supplied performance data OFSTED report – summary and full report		
Performance management information		
Academy’s future plans—any major proposal on safeguarding and promoting the welfare of children.		
Child protection – policies and procedures on safeguarding and promoting the welfare of children.		
<b>How we make decisions</b>  (Decision making processes and records of decisions) Current and previous three years as a minimum	(hardcopy and/or website)	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website	
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Website	

<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	hardcopy and/or website)	
School policies including	Website	
<p>Pupil and curriculum policies, including:</p> <p>Home-school agreement Curriculum Sex education Special education needs Accessibility Race equality Collective worship Careers Education Pupil discipline</p>		
Records management and personal data policies Information security Records retention		
Destruction and archive policies		
Data Protection policies		
<p>Equality and diversity</p> <p>(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <p>Policies and procedures for the recruitment of staff – details of vacancies should be included</p>		
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>		
<p><b>Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy and/ or website; some information may only be available for inspection)	
Curriculum circulars and statutory instruments	Website	
Disclosure logs		
Asset register		
Any information the Academy is currently legally required to hold in publicly available registers		

<p><b>The services we offer:</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>The main service the Trust offers is education for children while they are at school. These services below are ancillary to this.</p>	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities		
Out of school clubs		
School publications		
Services for which the Academy is entitled to recover a fee, together with those fees		
Leaflets, booklets and newsletters		