



Publication Scheme On Information Available under the Freedom of Information Act 2000

The Trust Board is responsible for maintenance of this scheme.

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 in the rest of this document) is that public authorities, including all Multi-Academy Trusts, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme setting out:

- a. The classes of information which we publish or intend to publish;
- b. The manner in which the information will be published; and
- c. 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 covered by the Data Protection Act (DPA)

Requests for information about anything relating to the environment are covered by the Environmental Information Regulations (EIR).

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

2. 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 seven broad topic areas:

Class 1 Who we are and what we do – Organisational Information, locations and contacts, constitutional and legal governance – This will be **current** information only

Class 2 What we spend and how we spend it – Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

Class 3 What our priorities are and how we are doing – strategy and performance information, plans, assessments, inspections and reviews – **current** information

Class 4 How we make decisions – Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations

Class 5 Our policies and procedures – **current** written protocols for delivering our functions and responsibilities

Class 6 Lists and registers – information held in registers required by law and other lists and registers relating to the functions of the Trust or one of our academies. **Current only** – this does not include the attendance register

Class 7 The service we offer – advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered – **current only**

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.

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

The Trust will indicate clearly to the public what information is covered by this Scheme and how it can be obtained.

Where it is within the capability of the Trust or one of its Academies, information will be provided on our websites. Where it is impracticable to make information available on the websites or when an individual does not wish to access the information by the websites, the Trust or one of its Academies will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available 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 the Trust or one of its academies is legally required to translate any information it will do so.

Obligations under disability and discrimination legislation and any other legislations to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for information published under this scheme

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 Internet cafe'.

Single copies of information covered by this publication are provided free unless stated otherwise in Section 6. 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.

5. Written Requests

Information held by the Trust or one of its Academies that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the Trust or one of its academies by telephone, email or letter. Contact details are set out below or you can visit the Trust website at:

www.greatheightstrust.org.uk where you can access individual academy websites.

Great Heights Academy Trust

Tel: 01422 761019

Email: MAT@greatheightstrust.org.uk

Registered Address: C/o. The Greetland Academy, School Street, Greetland, Halifax, HX4 8JB

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (In capitals please).

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

6. Classes of Information Currently Published

Class 1: Who we are and what we do – current information

- Who's who in the Trust or one of its academies – Trust structure/staffing details
- Who's who on the Trust Board or Local Governing Body including appointment dates
- Details of our Trust Designations
- Instruments of Government/Articles of Association
- Academy session times and term dates – academy websites
- Address of Trust and Academies and contact details, including email address – contact us pages

Class 2: What we spend and how we spend it

- Annual Audits and Financial Statements
- Grant Funding Reports
- Academy Funding Agreement
- Value for Money Statement

Class 3: What are priorities are and how we are doing

- Trust Business Plan
- The latest Ofsted report for all academies
- Government supplied performance data
- Safeguarding and child protection

Class 4: How we make decisions

- Admissions Policies
- MAT Board meeting minutes – Trust website
- Minutes of meetings of AGM and Local Governing Bodies*

NB: The above will exclude information that is properly regarded as private to the meetings – these items will be redacted.

Class 5: Our Policies and procedures in relation to pupils

- School Policies
- Equality & Diversity
- Records Management including Security and Data Protection Policies
- Charging and remissions/Lettings policy
- Complaints procedures
- Safeguarding Policies and Procedures

Class 6: Lists and registers

- Curriculum circulars and statutory instruments
- Any information the school is currently legally required to hold in publicly available registers*

Class 7: The services we offer

- Extra-curricular activities
- Breakfast and Out of School Clubs – academy websites
- Trust and Academy publications: leaflets, booklets and newsletters

All of the above can be found on the Trust/Academies websites, except items marked with an *

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make and comment 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 at the MAT address above. 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
 Telephone: 0113 123 1113
 Website: <https://ico.org.uk/>