



Freedom of Information Publication Scheme

Date of Review: January 2018
Approved by: Trust Board
Next Review Date: January 2021

The Rodillian Multi-Academy Trust has produced a Publication Scheme of information that is available under the **Freedom of Information Act 2000** and it conforms to the model scheme for schools and academies approved by the Information Commissioner. The Trust Board has responsibility for ensuring that the Academy complies with the Act.

1 Introduction: the development of a Publication Scheme.

1.1 Under the Freedom of Information Act 2000 (FOIA) public authorities should be proactive about information that is available to the public. This includes all maintained sector schools and from 1 January 2011, academies.

1.2 In order to comply with the requirements of the Act, the publication scheme covers the Trust's commitment on the following points:

- to proactively publish, or otherwise make available as a matter of routine, information which is held by the Trust and falls within the classifications below.
- to specify the information that is held by the Trust and falls within the classifications below.
- to proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- to review and update on a regular basis the information the Trust makes available under this scheme.
- to produce a schedule of any fees charged for access to information which is made proactively available.
- to make this publication scheme available to the public.

1.3 All information in the Publication Scheme is available in paper form.

2 Categories of Information Published

2.1 The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website www.rodillianacademytrust.co.uk and is categorised in 'Classes' as outlined later in this Scheme.

2.2 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. This includes information protected by the Data Protection Act.
- 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 Requests for Information

- 3.1 Information that is not published under the scheme can be requested by email or letter.
- 3.2 All requests will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details:

Mrs. L. Crawshaw
PA to The Rodillian Multi Academy Trust

Email: lcrawshaw@rodillianacademy.co.uk
Tel: 01977 722805
Mobile: 07944 185472

Address: The Rodillian Multi Academy Trust
c/o The Featherstone Academy
Pontefract Road
Featherstone
Pontefract
West Yorkshire
WF7 5AJ

- 3.3 Please make the subject of your request “**Publication Scheme Request**” and marked “**FAO Mr Brian Sheldrake**”

4 Paying for Information

- 4.1 Information published on the Academy website is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:

- requires a lot of printing or photocopying
- incurs a large postage charge
- requires a priced item e.g. some printing publication or video

- 4.2 In such instances, you will be notified in advance.

- 4.3 There is no obligation to disclose information if the total cost exceeds £450. The Trust reserves the right to refuse a request if the work would exceed a cost of £450 (the 18 hour threshold). Should the Trust agree to comply with any request exceeding the £450 cost limit, the work will be charged at £25 per hour per person involved in locating, collating and retrieving the information requested.

Annex 1: Guide to information available from The Rodillian Multi-Academy Trust, under the Model Publication Scheme.

Information to be Published (Please note this is intended as a guide only and is not an exhaustive list)	How the information can be obtained	Cost
Class 1: Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the MAT?	Website	No charge
Who's who on the Trust Board and the basis of their appointment.	Website	No charge
Articles of Association	Hard copy	See charges
Contact details for the Executive Headteacher and members of the Trust Board.	Website	No charge
Staffing Structure	Hard copy	See charges
School session times and term dates	Website	No charge
Class 2: 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	Hard copy	See charges
Capitalised funding	Hard copy	See charges
Additional funding	Hard copy	See charges
Procurement and projects	Hard copy	See charges
Pay policies	Hard copy	See charges
Staffing and grading structures	Hard copy	See charges
Governors' expenses	Hard copy	See charges
Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews.)		
Government supplied performance data and tables	Hard copy	See charges
Latest Ofsted report - Summary - Full report	Hard copy Website	See charges No charge
Performance management policy and procedures adopt by the Trust Board	Hard copy	See charges

<p align="center">Class 4: How we make decisions (Decision making processes and record of decisions) <i>Current and previous three years minimum</i></p>		
Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admissions decisions)	Website	No charge
Agendas of meetings of the Trust Board and its sub-committees	Hard copy	See charges
Committee Terms of Reference	Hard copy	See charges
Minutes of meetings (as above) – this will exclude information classified as ‘Confidential’	Hard copy	See charges
<p align="center">Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health & Safety • Child Protection • Complaints procedure • Discipline and grievance policies • Medical • Equality and diversity (including equal opportunities) policies 	Website Website Website Website Website Website Website	No charge No charge No charge No charge No charge No charge No charge
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Sex and relationship education • Special Educational needs policy • Positive Discipline • Accessibility plan • Examination policy and procedures • Anti-bullying • Exclusion policy 	Website Website Website Website Website Website Website	No charge No charge No charge No charge No charge No charge No charge
Records management and personal data policies, including: <ul style="list-style-type: none"> • Data protection • Freedom of Information – publication scheme 	Website	No charge
<p align="center">Class 6: Lists and Registers <i>Currently maintained lists and registers only</i></p>		
Disclosure logs	Hard copy	See charges
Asset register	Hard copy	See charges
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE ATTENDANCE REGISTERS)	Hard copy	See charges

Class 7: The services we offer
 (information about the services we offer, including leaflets,
 guidance and newsletters produced for the public and businesses)

Current information only

Information to be published	How the information can be obtained	Cost
Extra-curriculum activities and out of school clubs	Hard copy	See charges
School publications and magazines	Hard copy	See charges
Leaflets and newsletters	Hard copy	See charges

Schedule of charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing at 4p per sheet (black and white)	Actual cost
	Photocopying /printing at 15p per sheet (colour)	Actual cost
	Other items e.g. some printed publications or videos	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation