

<b>Title</b>	Freedom of Information Publication Scheme
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>Data Protection (TPO/STA/25)</li> </ul>

REVIEWED: AUGUST 2015

NEXT REVIEW: AUGUST 2018

## 1. Policy Statement

- 1.1 The Brooke Weston Trust has produced a Publication Scheme (the “Scheme”) of information that is available under the Freedom of Information Act 2000 and this Scheme conforms to the model scheme for academies approved by the Information Commissioner.
- 1.2 The Brooke Weston Trust (the “Trust”) will make the information set out in the table below available unless:
  - It does not hold the information
  - The information is exempt under one of the Freedom of Information Act (“FoIA”) exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
  - The information is in draft form
  - The information is archived, out of date or otherwise inaccessible; or
  - It would be impractical or resource-intensive to prepare the material for routine release
- 1.3 Requests should be made to the Director of Finance who will make the necessary arrangements. Contact details as follows:  
Finance Director, Brooke Weston Academy, Coomb Road, Great Oakley, Corby NN18 8LA / 01536 397000.
- 1.4 In exceptional circumstances some information may be available only by viewing it in person. In these circumstances contact details will be provided and an appointment to view the information will be arranged within a reasonable timescale.
- 1.5 Information will be provided in the language in which it is held or in such other language that is legally required. Where the Trust is legally required to translate any information, it will do so.
- 1.6 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.

## 2. Who is responsible for implementing and reviewing this policy?

- 2.1 The implementation of this policy will be monitored by the Academy’s Senior Leadership Team and remain under review by The Brooke Weston Trust (Audit & Risk Committee).

## 3. Charges

- 3.1 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.
- 3.2 Material which is published and accessed on a website will be provided free of charge.
- 3.3 In the case of information not obtainable through the Trust or Academy websites, the Trust reserves the right to charge for actual disbursements incurred. Actual disbursements incurred such as:
  - Photocopying;
  - Postage and packaging; and

- Costs directly incurred as a result of viewing information

Please see Schedule of Charges at paragraph 8 of this Scheme.

- 3.4 Information provided under this scheme where the Trust is legally authorised to charge in accordance with a published schedule or schedules of fees which is readily available to the public.

## 4. Payment

- 4.1 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.

## 5. Policy Review

- 5.1 This policy will be monitored as part of the Trust's annual internal review and reviewed on a three year cycle or as required by legislature changes.

## 6. Categories of Information Published

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations, contacts, constitutional and legal governance) This will be current information only	(hard copy and/or The Brooke Weston Trust/ individual Academy website)	
Who's who on the Board of the Trust and the basis of their appointment	Trust website	No charge
Articles and Memorandum of Association	Hard copy from Director of Finance Companies House	No charge
Academy Funding Agreement	Hard copy from Director of Finance DfE Website	No charge
Academy Order	Director of Finance	No charge
Contact details for the Chief Executive and for the Board of Directors	PA to CEO	No charge
Individual Academy prospectus	Academy Website	No charge
Staffing structure in an individual Academy (names of key personnel including the Principal)	Individual Academy	No charge
School session time, term dates and holidays	Academy Website	No charge
Who's who on the governing body of an individual Academy and the basis of their appointment	Academy Website	No charge
GCSE results for an individual Academy	Academy Website	No charge
Location and contact information	Trust Website	No charge

<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit of the Trust)</p> <p>Current and previous financial year as a minimum (accounts that have been filed with Companies House)</p>	(hard copy and/or The Brooke Weston Trust/ individual Academy website)	
Annual budget plan and financial statements	Trust Website	No charge
Capital funding – details of capital funding allocated to an individual Academy along with information on related building projects and other capital projects	Trust Website	Statutory Fee
Additional funding - income generation schemes and other sources of funding	Director of Finance	Statutory Fee
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	Operations Manager	Statutory Fee
The Trust’s Pay policy	Trust Website	No charge
Staffing and grading structure	Director of Finance	Statutory Fee
Governors’ allowances - details of allowances and expenses that can be claimed or incurred.	Director of Finance	Statutory Fee

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance information, assessments, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy and/or The Brooke Weston Trust/ individual Academy website)	
<p>Individual Academy profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The Academy’s latest Ofsted report                             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p>Academy Website</p> <p>Ofsted Website</p>	No charge
Performance management information	Director of Finance	Statutory Fee
The Trust’s future plans - any major proposals on safeguarding and promoting the welfare of children.	Trust Website	Statutory Fee
Child protection - policies and procedures on safeguarding and promoting the welfare of children.	Trust Website	No charge

<p><b>Class 4 – How we make decisions</b>                  (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations)                  Current and previous three years as a minimum</p>	(hard copy and/or The Brooke Weston Trust/ individual Academy website)	
Admissions policy/decisions (not individual admission decisions), arrangements and procedures and right of appeal - including information on application numbers and number of successful applicants by each oversubscription criteria	Academy Website	Statutory Fee
Agendas of meetings of the Board subcommittees and governing bodies and (if held) its sub-committees	PA to CEO	No charge
Minutes of meetings (as above) – nb. this will exclude information that is properly regarded as private to the meetings	PA to CEO	No charge

<p><b>Class 5 – The Trust’s policies and procedures</b>                  (Current written protocols, policies and procedures for delivering the Trust’s services and responsibilities)                  Current information only</p>	(hard copy and/or The Brooke Weston Trust/ individual Academy website)	
The Trust’s policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Equality and diversity (including equal opportunities) policies</li> </ul>	Trust Website	No charge
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Special educational needs</li> <li>• Behaviour and discipline</li> </ul>	Trust Website	No charge
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Trust Website	No charge
Charging regimes and policies	Trust Website	No charge

<b>Class 6 – Lists and Registers</b>	(hard copy and/or The Brooke Weston Trust/ individual Academy website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Individual Academy	No charge
Disclosure logs	Individual Academy	No charge
Asset register	Director of Finance	Statutory Fee
Any information the Trust is currently legally required to hold in publicly available registers	Trust Website	Statutory Fee

<b>Class 7 – The services the Trust offers</b>	(hard copy and/or The Brooke Weston Trust/ individual Academy website; some information may only be available by inspection)	
(Information including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Extra-curricular activities	Individual Academy	No charge
Out of school clubs	Individual Academy	No charge
School publications	Individual Academy	No charge
Services for which the Trust is entitled to recover a fee, together with those fees	Director of Finance	Statutory Fee
Leaflets books and newsletters	Individual Academy	No charge

## 7. Contact Details

### Contact details and information access:

A copy of this publication scheme is available on The Brooke Weston Trust [website](#) or a hard copy can be obtained in writing from the Trust Office at the following address:

Brooke Weston Trust  
 Coomb Road  
 Great Oakley  
 Corby  
 Northamptonshire  
 NN18 8LA

[enquiries@brookewestontrust.org](mailto:enquiries@brookewestontrust.org)  
[www.brookewestontrust.org](http://www.brookewestontrust.org)

## 8. Written Requests

Information held by a public authority that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of FoIA. Please use contact details listed above.

All requests will be considered in accordance with provision of the FoIA.

## 9. Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement	Photocopying – Black and White [include cost per page]	Actual Cost
	Photocopying – Colour [include cost per page]	Actual Cost
	Postage	Actual cost of Royal Mail Postage
Statutory Fee		In accordance with relevant legislation.