



**CATALYST**  
ACADEMIES TRUST

## **Freedom of Information Publication Scheme**

**Approved by:** Catalyst Academies Trust

**Last reviewed:** July 2022

# Freedom of Information Act

## Publication Scheme for Catalyst Academies Trust

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Catalyst Academies Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the MAT:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.
- To publish any dataset held by Catalyst Academies Trust that has been requested, and any updated versions it holds, unless Catalyst Academies Trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and Catalyst Academies Trust is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11 (5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19 (8) of that Act.

## **Classes of Information**

### **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The Services we Offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

## **The method by which information published under this scheme will be made available**

The MAT 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 MAT, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the MAT will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only 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 MAT is legally required to translate any information, it will do so.

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.

## **Charges which may be made for Information published under this scheme**

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 MAT for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and

are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

### **Written Requests**

Information held by the MAT 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. Requests are to be sent to Chief Executive Officer, Catalyst Academies Trust, c/o Dilkes Academy, Garron Lane, South Ockendon, RM15 5JQ.

### **The method by which information published under this scheme will be made available**

For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

## Freedom of Information

### Guide to information available from Catalyst Academies Trust under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do (Organisational information, structures, locations and contacts)</b>  This will be current information only		
Academy Funding Agreement	Available on application	On application
School staff and structure – names of key personnel	Academy website	Free
Governing body – names and contact details of the governors and the basis of their appointment	Available on application	On application
School session times, term dates and holidays	Academy website	Free
Location and contact information – address, telephone number and website	Academy website	Free
Contact details for the Principal and the Governing Body	Available on application	On application
School Prospectus	Academy website and on application	Free

Information to be published	How the information can be obtained	Charge
<p><b>What we spend and how we spend it</b>            (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>		
Annual budget plan and financial statements	Annual Financial Statement as submitted to DfE	On Application
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Statutory Accounts available on Companies House website	Free
Additional funding – Income generation schemes and other sources of funding.	Statutory Accounts available on Companies House website	Free
Staffing and grading structure	Pay bands applicable. May be provided as part of the staff structure and should indicate for most post levels of pay rather than individual salaries	On application
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Existing policy on application	On application
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	N/A	

Information to be published	How the information can be obtained	Charge
<p><b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	(hard copy and/ or website)	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	Academy website – link to DfE website and Ofsted website	Free
Performance management information	Existing policy – on application	On application
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Policy on website	Free
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Policy on website	Free

Information to be published	How the information can be obtained	Charge
<p><b>How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy 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.	Admissions policy and Academy website	Free
Local Governing body meeting agendas, papers and minutes – information that is considered to be sensitive / confidential will be excluded.	On application	On application
Academy Trust Board meeting agenda, papers and minutes - information that is considered to be sensitive / confidential will be excluded.	On application	On application

Information to be published	How the information can be obtained	Charge
<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>	(hard copy and/ or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	Existing policies – on website or on application	On application
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> </ul>	Existing policies – on website or on application	On application

<ul style="list-style-type: none"> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>		
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	On application	On application
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff – details of vacancies should be included</li> </ul>	Existing policy on application	On application
<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>	On application	Free

Information to be published	How the information can be obtained	Charge
<b>Lists and Registers</b>  Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)	
Curriculum circulars and statutory instruments	On application	On application
FOI Disclosure logs	Information that has been provided in response to a request should be readily available.	On application
Asset register	Statutory Accounts	Free
Any information the Academy is currently legally required to hold in publicly available registers	On application	On application

Information to be published	How the information can be obtained	Charge
<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>Current information only</p>	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	Academy website	Free
Out of school clubs	Academy website	Free
School publications	Academy website	Free
Leaflets, booklets and newsletters	Academy website, or on application	On application

### Schedule of Charges

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying / printing @ 5p per sheet (black & white)	Actual cost
	Photocopying / printing @ 10p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Staff costs (dependant on request)	£25 per hour