



An Daras Trust  
Igniting Curiosity Growing Capabilities

# Freedom of Information & Publication Scheme Policy

## *An Daras Multi Academy Trust*

The An Daras Multi Academy Trust (ADMAT) Company

An Exempt Charity Limited by Guarantee

Company Number/08156955

Status: <b>Approved</b>	
Recommended	
Statutory	Yes
Version	v1.0
Adopted v1.0	<b>May 2015</b>
Reviewed	<b>13<sup>th</sup> March 2024</b>
Next review	<b>March 2026</b>
Advisory Committee	ADMAT Audit
Linked Documents and Policies	ADMAT Data Protection Policy ADMAT Privacy Notices ADMAT Model Publication Policy

## **Introduction**

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained and state-funded schools, should be clear and proactive about the information they 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 way the information will be published;
- 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. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## **How to request information**

If you require a paper version of any of the documents within the scheme, please contact the academy trust. Contact details are set out below.

Email: [admin@andaras.org](mailto:admin@andaras.org)

Tel: 01566 777503

Contact Address: Data Protection Representative, ADMAT Central Office, Unit 4 Tamar Business Park, Pennygillam Way, Pennygillam Industrial Estate, Launceston, PL15 7ED

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST". If the information you're looking for isn't available via the publication scheme, you can still contact the academy to ask if we have it.

## **Charge for information**

We will not usually charge for any information requested. However, if your request means that we must photocopy or print; pay a 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. This charge will be no more than the cost incurred by the academy in supplying the information. Please see the section Publication Scheme for costings.

## **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, this should be addressed to:

Data Protection Representative, ADMAT Central Office, Unit 4 Tamar Business Park, Pennygillam Way, Pennygillam Industrial Estate, Launceston, PL15 7ED

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

Help Line: 0303 123 1113      Website: <https://ico.org.uk/>

# Publication Scheme 2019

## 1. What is a publication scheme?

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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- 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 the authority that has been requested, and any updated versions it holds, unless the authority 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 the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.  
The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is 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 authority 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 a public authority, 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, a public authority 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 an authority 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 authority 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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 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 the Freedom of Information Act.

## **2. The Scheme**

Access the following links to find full information;

- **An Daras Multi Academy Trust (ADMAT)** website link - [www.andas.org](http://www.andas.org)
- **St Stephens Community Academy** website link [www.ststephenscornwall.co.uk](http://www.ststephenscornwall.co.uk)
- **Windmill Hill Academy** website link [www.windmill-hill.eschools.co.uk](http://www.windmill-hill.eschools.co.uk)
- **St Catherines Primary** website link [www.stcatherinescofe.co.uk](http://www.stcatherinescofe.co.uk)
- **Federation of North Petherwin and Werrington Primaries** website link [www.northpetherwinandwerringtonschools.co.uk](http://www.northpetherwinandwerringtonschools.co.uk)
- **Low Trenchard Primary** website link [www.lewtrenchard.devon.sch.uk](http://www.lewtrenchard.devon.sch.uk)
- **Coads Green Primary** website link [www.coads-green.sch.uk](http://www.coads-green.sch.uk)
- **Princetown Community Primary School** website link [www.princetowncommunityprimaryschool.co.uk](http://www.princetowncommunityprimaryschool.co.uk)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Class 1 – Who we are and what we do</b>		
Organisational information, structures, locations and contacts		
MAT or School Instrument of Government / Articles of Association	ADMAT website	No charge
An outline of the school curriculum	Individual school websites	No charge
The names of the local governors, the basis on which they have been appointed and details of how to contact them via the school	Individual school websites	No charge
School session times and term dates	Individual school websites	No charge
The address, telephone number, email address and website for the school and MAT together with the names of key personnel	ADMAT and individual school websites	No charge
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts		
Annual budget plan and financial statements	ADMAT website	No charge
Details of items of expenditure over £5000, including costs, supplier and transaction information	ADMAT Central Office	5p per sheet + postage
Capital funding	ADMAT Central Office	5p per sheet + postage
Financial audit reports	ADMAT website	No charge
Details of procedures used for the acquisition of goods and services	ADMAT website (Financial Management Policies section)	No charge
Details of contracts that have gone through a formal tendering process	ADMAT Central Office	5p per sheet + postage
The MAT policy and procedures regarding teachers' pay	ADMAT Central Office/website	5p per sheet + postage
Details of the allowances and expenses that can be incurred or claimed by staff	ADMAT Central Office/website (Financial Management Policies section)	No charge
Physical Education Grant Funding (PE)	Individual school websites	No charge
Pupil Premium Grant Funding (PPG)	Individual school websites	No charge
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts		
The total of the allowances and expenses paid to individual senior staff members	ADMAT Central Office	5p per sheet + postage
Staff pay, MAT Pay Policy and grading structures	ADMAT Central Office	5p per sheet + postage
Details of allowances and expenses that can be incurred or claimed by local governors/directors	ADMAT website (Financial Management Policies section)	No charge
A record of total payments made to individual local governors or MAT directors	ADMAT Central Office	5p per sheet + postage
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Class 3 – What our priorities are and how we are doing</b>		

Strategies and plans, performance indicators, audits, inspections and reviews		
Performance data supplied to the government	ADMAT or individual school offices/websites	5p per sheet + postage
Latest OFSTED report	OFSTED website <a href="http://www.ofsted.gov.uk">http://www.ofsted.gov.uk</a>	No charge
Performance management policy	Individual school offices ADMAT Central Office	5p per sheet + postage
Academy future planning	ADMAT Central Office	5p per sheet + postage
Policies and procedures for safeguarding and child protection	ADMAT/individual school websites	5p per sheet + postage
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Class 4 – How we make decisions</b>		
Decision-making processes and records of decisions		
The school admission arrangements and procedures	Individual school websites Cornwall Local Authority Admissions <a href="http://www.cornwall.gov.uk/admissions">www.cornwall.gov.uk/admissions</a> Devon Local Authority Admissions	No charge
Minutes of meetings of the Local Governing Advisory Body	Individual school websites	No charge
Minutes of the MAT Board of Directors	ADMAT Central Office/website	No charge
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities		
MAT or School policies and other documents <b>MAT policies include:</b> <ul style="list-style-type: none"> <li>▪ Health and Safety</li> <li>▪ Complaints</li> <li>▪ Staff Conduct</li> <li>▪ Discipline and Grievance</li> <li>▪ Information Request Handling</li> <li>▪ General Data Protection (GDPR)</li> <li>▪ Safeguarding and Child Protection</li> <li>▪ Lettings</li> </ul> <b>School policies include:</b> <ul style="list-style-type: none"> <li>▪ Curriculum</li> <li>▪ Teaching and Learning</li> <li>▪ Sex and Relationship Education</li> <li>▪ Accessibility</li> <li>▪ Collective Worship</li> <li>▪ Behaviour and discipline</li> </ul>	ADMAT/individual school websites	No charge

▪ Special Educational Needs		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities		
Records management and personal data policies	ADMAT/individual school websites	No charge
Equality and diversity policies	ADMAT/individual school websites	No charge
Policies and procedures for the recruitment of staff	ADMAT Central Office	No charge
Charging regimes and policies	ADMAT/individual school websites	No charge
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Class 6 – Lists and registers</b>		
Information on currently maintained lists and registers		
Curriculum circulars and statutory instruments	Individual school office	5p per sheet + postage
Disclosure logs (Non-Safeguarding related)	Individual school office	5p per sheet + postage
Asset register	ADMAT/individual school office	5p per sheet + postage
Any information the MAT or school is currently legally required to hold in publicly available registers	ADMAT/individual school office	5p per sheet + postage
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Class 7 – The services we offer</b>		
Information about the services the school provides including leaflets, guidance and newsletters		
Extra-curricular activities	Individual school websites	No charge
Out of school clubs	Individual school websites	No charge
MAT or school publications	ADMAT/individual school websites	No charge
Services for which the school is entitled to recover a fee together with those fees	Individual school office	5p per sheet + postage
Leaflets, booklets and newsletters	Individual school websites	No charge