

Greenshaw Learning Trust

Freedom of Information Policy

May 2018

This Greenshaw Learning Trust Policy applies to the Greenshaw Learning Trust as a whole and to all the schools and service units in the Trust, in accordance with and pursuant to the Communications Policy of the Greenshaw Learning Trust. The Greenshaw Learning Trust, including all the schools and services within the Trust, their Trustees, governors and staff, must abide by this GLT Freedom of Information Policy.

It is the responsibility of the local governing body and Headteacher of each school, and the Board of Trustees and Executive Headteacher for Trust central services, to ensure that their school/service and its staff adhere to this GLT Freedom of Information Policy; in implementing this Policy the local governing body, Headteacher and Trust staff must take account of any advice given to them by the GLT Executive Headteacher and/or Board of Trustees.

This Policy is subject to the Scheme of Delegation approved for the school or service. If there is any ambiguity or conflict then the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence.

If there is any question or doubt about the interpretation or implementation of this Policy, the GLT Executive Headteacher should be consulted.

Approval and review:

This Policy is the responsibility of the GLT Executive Headteacher. This Policy was approved by the Board of Trustees on: 23 May 2018.

This Policy is due for review by: May 2021.

The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England & Wales, company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.

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1.1 Responsibilities, approval and review

It is the responsibility of the local governing body and Headteacher of each school, and the Board of Trustees and GLT Executive Headteacher for Trust central services, to ensure that their school/service and its staff adhere to this GLT Freedom of Information policy; in implementing this Policy the local governing body, Headteacher and Trust staff must take account of any advice given to them by the GLT Data Protection Officer, GLT Executive Headteacher and/or Board of Trustees.

This Policy was approved by the Board of Trustees on: 23 May 2018.

This Policy is due for review by: May 2021.

1.2 Associated policies and procedures

The following Trust procedures are an integral part of this GLT Freedom of Information Policy:

- GLT Freedom of Information Procedure

1.3 Application

This GLT Freedom of Information Policy applies to the Greenshaw Learning Trust as a whole and to all the schools and service units in the Trust, in accordance with and pursuant to the Communications Policy of the Greenshaw Learning Trust. The Greenshaw Learning Trust, including all the schools and services within the Trust, their Trustees, governors and staff, must abide by this GLT Freedom of Information Policy.

In implementing this policy and associated policies and procedures the local governing body, Headteacher and school staff, and Trust central service staff, must take account of any advice or instruction given to them by the GLT Data Protection Officer, the GLT Executive Headteacher or Board of Trustees.

If there is any question about the interpretation or implementation of this policy, the GLT Data Protection Officer or GLT Executive Headteacher should be consulted.

2. Commitment to Freedom of Information

The Greenshaw Learning Trust is subject to the Freedom of Information Act 2000. The Trust is the 'public authority' in the terms of the Act and is thereby responsible for the information held by the Trust and by the schools within the Trust.

The Trust and all the schools and services in the Trust will make information available to the public as part of their normal business activities. The Trust will endeavour to make the maximum amount of information readily available at minimum inconvenience and cost to the public; if charges have to be made they will be justified and transparent and kept to a minimum.

The Trust, for the Trust as a whole and the Trust central service, and all the schools in the Trust will each adopt and follow their own Publication Scheme, in accordance with the Act and guidance issued by the Department for Education and Information Commissioner and this Policy.

The Trust Publication Scheme will be drawn up and maintained by the GLT Executive Headteacher and approved by the Board of Trustees.

The Publication Scheme of each school in the Trust will be drawn up and maintained by the Headteacher of the school in accordance with this policy, and approved by the local governing body of the school

3. Provision of information

The information covered is included in the classes of information mentioned below, where this information is held by the Trust.

The Trust and all the schools and services in the Trust will:

- 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.
- Specify the information that is held by the Trust and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the Trust makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

Where information is only held by another public authority, the Trust will provide details of how to obtain that information.

4. Classes of Information

- a. **Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.
- b. **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- c. **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.
- d. **How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

- e. **Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.
- f. **Lists and Registers:** Information held in registers required by law and other lists and registers relating to the functions of the Trust and the academies within the Trust.
- g. **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:

- a) Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act or GDPR, or is otherwise properly considered to be protected from disclosure.
- b) Information in draft form.
- c) 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.

5. How information will be made available

The Trust and all the schools and services in the Trust will indicate clearly to the public what information is covered by their publication scheme and how it can be obtained.

Where it is practical, 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 Trust/school 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 Trust 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.

6. Charges for Information published under this scheme

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

Material which is published and accessed on a website will be provided free of charge, except that there may be a charge for large and complex documents to be printed and provided in hard copy.

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.

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.

7. Requests for information

Information provided under this policy will be provided in accordance with the relevant Publication Scheme of the Trust or individual school.

Persons seeking information about the Trust or its schools should refer to the relevant Publication Scheme of the Trust or school.

In the first instance, the quickest way to obtain information is to contact the school / service directly or look at the website of the Trust or the school.

Information held by the Trust or any of its schools that is not published under their publication scheme or available on their website can be requested in writing.

Again, the quickest way to obtain information is normally to make a simple enquiry to the school or service concerned.

Requests for information under the Freedom of Information Act should be addressed to:

The school via the school contact information as indicated on the school website; or

Greenshaw Learning Trust, Grennell Road, Sutton, SM1 2QA.

FOI@greenshawlearningtrust.co.uk

020 8715 1001