



Freedom of Information Policy

1. Introduction

This policy sets out the classes of information that Ad Astra Academy Trust and / or its schools publish and the terms on which that information may be made available to those who request it. It is based on the generic model publication for academies scheme prepared and approved by the Information Commissioner. This publication scheme commits Ad Astra Academy Trust 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 Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

2. Principles

The scheme commits Ad Astra Academy Trust and/or its schools:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which 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 information of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

1. Who we are and what we do

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

2. What we spend and how we spend it

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

3. What our priorities are and how we are doing

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

4. How we make decisions

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

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

6. Lists and Registers

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

7. 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.

3. Procedures

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

The Trust 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 Trust, 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 Trust 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.

3.2 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 Trust 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 information or informations 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.

3.3 Written Requests

Information held by the Trust 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. All requests should be addressed to;

**Academy Head of Operations
Ad Astra Academy Trust
West View Primary School
Davison Drive
Hartlepool
TS25 3AG**

Email: sue.crowe@adastraacademytrust.com – please make the subject of your request “Freedom of Information Request”

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

4. If one of our schools declines your request:

If you do not accept our reasons for declining to disclose the information requested you should write to the Academy Head of Operations in the first instance (Address above).

If you are not happy with their response, you may wish to contact the Information Commissioner at: The Information Commissioners Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday Email mail@ico.gsi.gov.uk

This publication scheme is best complied with by following the table below, which identifies the information which meets the requirements of the Information Commissioner.

Freedom of Information

Guide to information available from Ad Astra Academy Trust under the publication scheme

Information to be published	How the information can be obtained	Charge
<p>1. Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/ or website)	
Academy Funding Agreement	Hard Copy	See charging information
Academy Order	Hard Copy	See charging information
School staff and structure – names of key personnel	Website	Free of charge
Governing body – names and contact details of the governors and the basis of their appointment	Website	Free of charge
School session times, term dates and holidays	Website	Free of charge
Location and contact information – address, telephone number and website	Website	Free of charge
Contact details for the Headteacher and the Governing Body	Website	Free of charge
School Session times and term dates	Website	Free of charge
SATS results	Website	Free of charge

Information to be published	How the information can be obtained	Charge
<p>2. What we spend and how we spend it (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>	<p>(hard copy and/ or website)</p> <p>Awaited but will be published on the website when prepared (first year of conversion)</p>	<p>Free of charge</p>
Annual budget plan and financial statements	Hard copy	See charging information
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy	See charging information
Additional funding – Income generation schemes and other sources of funding.	Hard copy	See charging information
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.	Hard copy	See charging information
Staffing and grading structure	Hard copy	See charging information
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy	See charging information
Trustee, Member and Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy	See charging information

Information to be published	How the information can be obtained	Charge
<p>3. What our priorities are and how we are doing (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"> • Government supplied performance data • OFSTED report – summary and full report 	Website	Free of charge
Appraisal Policy including anonymised Performance Management	Hard copy	See charging information
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard copy	See charging information
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website	Free of charge

Information to be published	How the information can be obtained	Charge
<p>4. How we make decisions (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.	Hard copy	See charging information
Trust, Members and Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard copy	See charging information

Information to be published	How the information can be obtained	Charge
<p>5. Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy and/ or website)	
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Record's retention • Destruction and archive policies • Data Protection policies 	<p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p>	<p>See charging information</p> <p>See charging information</p> <p>See charging information</p> <p>See charging information</p>
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff – details of vacancies should be included 	Hard copy	See charging information
<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>	Website	Free of charge

Information to be published	How the information can be obtained	Charge
<p>6. Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy and/ or website; some information may only be available for inspection)	
Curriculum circulars and statutory instruments	Hard copy	See charging information
Disclosure logs	Hard copy	See charging information
Asset register	Hard copy	See charging information
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy	See charging information

Information to be published	How the information can be obtained	Charge
<p>7. The services we offer (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	Hard copy	See charging information
Out of school clubs	Hard copy	See charging information
School publications	Hard copy	See charging information
Services for which the Academy is entitled to recover a fee, together with those fees	Hard copy	See charging information
Leaflets, booklets and newsletters	Hard copy	See charging information

Reviewed August 2017

Approved 22/9/17