



KALEIDOSCOPE LEARNING TRUST

Freedom of Information Publication Scheme

Version and Date		Author	Committee Responsible	Review frequency	Approval	Next Review Due
1.0	28.01.15	Mrs J Whiston (based on DfE model)	Community	3 yearly	Approved by the Community Committee on 05.03.15	04.03.18
1.1	28.01.2018	Mrs C Heptinstall (Based on DfE model)	L&M	3 yearly	Approved by L&M Committee on 06.06.2018	06.06.2021

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1. Purpose

The Freedom of Information Act relates to recorded information held by schools and other public bodies. It aims to provide a balance between greater openness and transparency on the one hand, while at the same time recognising the need to restrict or prevent disclosure where to do so would cause harm, put at risk the safeguarding of our pupils or would otherwise not be in the public interest.

The Freedom of Information Act requires that public organisations make certain types of information routinely and publicly available, with an appropriate guide so that the information can be easily identified and accessed by the general public.

Schools and other organisations such as multi-academy trusts make information routinely available through what is known as the 'publication scheme'. The Information Commissioner's Office (ICO) has approved a Model Publication Scheme (<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>), which Kaleidoscope Learning Trust has adopted. In addition, the Trust is required to produce a guide to identify what information is published, the available format, how it can be accessed and also any fees that may be chargeable for information.

Before making a request for information you may want to see if the information you require is already published on our website.

Where information is not already available through the publication scheme, the Freedom of Information Act allows members of the public to request information in writing. If we cannot disclose the information you have asked for we will tell you what exemption(s) apply and why we think they are applicable.

This publication scheme commits the 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 academy. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Kaleidoscope Learning Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the academy and falls within the classifications below.
- To specify the information which is held by the academy 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 academy 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.

2. 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 academy.
- **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. The method by which information published under this scheme will be made available

The academy 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 academy, 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 academy 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 Kaleidoscope Learning 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.

See Appendix 1 for Kaleidoscope Learning Trust's scheme.

4. 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 academy 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. The DfE recommend that academies respond to straightforward enquiries free of charge and only charge where the costs are significant.

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.

5. Written requests

Information held by the Trust, which 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. Please write to the DPO, Kaleidoscope Learning Trust, Stones Manor Lane, Hartford, Northwich, Cheshire, CW8 1NU.

Appendix 1 - The method by which information published under this scheme will be made available by Kaleidoscope Learning Trust

The information identified in this table meets the requirements of the Information Commissioner.

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i>		
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website	FOC
School staff and structure – names of key personnel	Website	FOC
Governing body – names and contact details of the governors and the basis of their appointment	Website	FOC
School session times, term dates and holidays	Website	FOC
Location and contact information – address, telephone number and website	Website	FOC
Contact details for the Principal and the Governing Body	Website	FOC
School Prospectus	Hard copy	FOC
GCSE results – a link to the data on the Department for Education’s website	Website	FOC

Information to be published	How the information can be obtained	Charge
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>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).</i>		
Annual budget plan and financial statements	Hard copy	FOC
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy	FOC
Additional funding – Income generation schemes and other sources of funding.	Hard copy	FOC
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	FOC
Staffing and grading structure	Hard copy	FOC
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy	FOC
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy	FOC

Information to be published	How the information can be obtained	Charge
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information should be published.</i>		
Government supplied performance data	Website	FOC
OFSTED report – summary and full report	Website	FOC
Performance management information	Hard copy	FOC
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard copy	FOC
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Hard copy and/or website	FOC

Information to be published	How the information can be obtained	Charge
How we make decisions (Decision making processes and records of decisions) <i>Current and previous three years as a minimum</i>		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website/ Hard copy	FOC
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard copy	Photocopying charge

Information to be published	How the information can be obtained	Charge
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>		
School policies including: Charging and remissions policy Health and Safety and risk assessment Complaints procedure Staff conduct policy Discipline and grievance policies Pay policy Staffing structure implementation plan Information request handling policy	Website Website Website Hard copy Hard copy Hard copy Hard copy Hard copy	FOC

Staff recruitment policies	Hard copy	
Pupil and curriculum policies, including: Home-school agreement Curriculum Sex education Special education needs Accessibility Race equality Collective worship Careers education Pupil discipline	Website Website Website Website Website Website Website Website Website	FOC
Records management and personal data policies Information security Records retention Destruction and archive policies Data Protection policies	Website Website Website Website	FOC
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff – details of vacancies should be included	Hard copy Hard copy	FOC
Charging regimes and policies 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.	Website	FOC

Information to be published	How the information can be obtained	Charge
Lists and Registers <i>Currently maintained lists and registers only</i>		
Curriculum circulars and statutory instruments	Hard copy	FOC
Disclosure logs	Hard copy	FOC
Asset register	Hard copy	FOC
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy	FOC

Information to be published	How the information can be obtained	Charge
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Extra-curricular activities	Hard copy and/or website	FOC
Out of school clubs	Hard copy and/or website	FOC
School publications	Hard copy and/or website	FOC
Services for which the Academy is entitled to recover a fee, together with those fees	Hard copy	FOC
Leaflets, booklets and newsletters	Hard copy and/or website	FOC