

Bourne Education Trust freedom of information policy

Introduction

The Freedom of Information Act 2000 (FOIA) requires all public authorities, including schools, to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model, which came into effect 1 January 2009. The model commits a public authority to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'. The chief executive officer (CEO) is responsible for the day-to-day provision of advice, guidance and interpretation of the policy for the central team; headteachers are responsible for the day-to-day provision of advice, guidance and interpretation of the policy for their schools; and directors of other Bourne Education Trust (BET) enterprises are responsible for the day-to-day provision of advice, guidance and interpretation of the policy for their establishments.

Guide to information available under the Freedom of Information Act

Since 1 January 2005 there has been a legal right for any person to make a request to a school for access to information held by that school.

Bourne Education Trust is bound by a duty to provide advice and assistance to anyone requesting information and must respond to the enquiry promptly, and in any event, within 20 school days of receipt.

How to request information

You can request a copy of the information detailed in our publication scheme below using the 'contact us' details available on each BET school / organisation website and the Bourne Education Trust website www.bourne.education.

If the information you are looking for is not available via our publication scheme and is not on our websites, you may still ask if we have it. Please contact the relevant BET organisation in writing, by email or letter. Please state that your enquiry is a freedom of information request.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Academy funding agreement	DfE website BET website	Free
Academy order (if applicable)	Hard copy	5p per sheet
Annual report	BET website	Free
Who is on the board of trustees and local governing committees and the basis of their appointment	BET website School websites	Free
Instrument of government / articles of association	BET website	Free

Contact details for headteachers and local governing committees	School websites, headed paper and compliment slips	Free
School prospectus	Hard copy Online versions via school websites	5p per sheet Free
Staffing structure	Hard copy	5p per sheet
School session times and term dates	School websites	Free
School address and contact details, including email address	School websites and headed paper	Free
Class 2 – What we spend and how we spend it		
Financial statements	BET website	Free
Financial audit reports	Hard copy BET website	5p per sheet Free
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	5p per sheet
Pay policy	Hard copy	5p per sheet
Governors’ and trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy	5p per sheet
Staff allowances and expenses that can be incurred or claimed	Hard copy	5p per sheet
Staff pay and grading structures	Hard copy	5p per sheet
Class 3 – What our priorities are and how we are doing		
Performance data supplied to the government, including examination and key stage test results	School websites DfE website	Free
OFSTED report – summary and full report	School websites DfE website	Free
Future plans – major proposals for the future of schools involving, for instance, consultation on a change in the school status	Hard copy BET website School websites	5p per sheet Free
Child protection policies and procedures on safeguarding and promoting the welfare of children	School websites	Free
Class 4 - How we make decisions		
Admissions policy, arrangements, procedures and right of appeal – including information on application numbers and numbers	Policy and procedures available on school websites, other information available	Free 5p per sheet if hard copies supplied

of successful applicants by each oversubscription criteria	on application to individual schools	
Agendas and minutes of meetings of the board of trustees and local governing committees and any sub-committees. (NB this will exclude information that is properly regarded as private to the meetings)	Hard copy	5p per sheet
Class 5 – Our statutory policies and procedures		
<p>Trust polices: The following statutory policies are available on the Trust website, along with other non-statutory policies, including staff recruitment and retention: (www.bourne.education/380/key-information/category/4/bet-central-policies).</p> <p>Data protection (including of biometric information and records management) Disciplinary Appraisal and capability Grievance Equal opportunities and inclusion Code of conduct</p> <p>Other policy information not published on the Trust website may be requested from the Trust</p>	<p>BET website Hard copy</p>	<p>Free 5p per sheet</p>
<p>School policies: The following statutory policies are available on school websites, along with other non-statutory policies. Admission arrangements Behaviour Charging and remissions Complaints Careers guidance Equality information and objectives Special educational needs and disabilities</p>	<p>School websites Hard copy</p>	<p>Free 5p per sheet</p>

Some statutory policies are not published on school websites but may be requested from the school directly		
Class 6 – Lists and registers		
Curriculum circulars and statutory instruments	School websites	Free
Disclosure logs	Available on request	5p per sheet
Asset register	Viewing only	Free
Register of business interests	BET website	Free
Any information the school is currently legally required to hold in publicly available registers. Please note that this does not include attendance registers	School websites	Free
Class 7 – The services we offer		
Extra-curricular activities	School websites	Free
Out of school clubs	School websites	Free
Services for which the school is entitled to recover a fee, together with those fees	School websites	Free
School publications, leaflets, books and newsletters	School websites	Free

Paying for information

Information published on our website is free, apart from any connection costs payable to your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café. Single printed copies of information covered by this publication are provided free unless stated otherwise. If your request means that we will charge to provide you with the information because it involves a significant amount of photocopying or printing, a large postage charge, or is for a priced item such as some printed publications or DVDs, we will inform you of the full cost before fulfilling your request.

Schedule of charges

The table below describes how the charges have been arrived at.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying / printing @ 5p per sheet for black & white Photocopying / printing @ 8p per sheet for colour	Actual cost 5p Actual cost 8p
Postage		Actual cost of Royal Mail standard 2nd class
Statutory fee		In accordance with the relevant legislation

Re-licensing the use of datasets	Charges may 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	There is no re-use fee if the dataset is provided under the Open Government Licence or the Non-Commercial Government Licence
Other	£2 which includes research for each item	

Applying exemptions

A full list of exemptions can be found at the Information Commissioner’s website. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the education sector.

The decision to apply absolute exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: CEO, chief operating officer (COO), chair of governors, other governors, headteacher, deputy headteacher, business manager.

The decision to apply qualified exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: CEO, COO, chair of governors, other governors, headteacher, deputy headteacher, business manager. Even if the group decides information should not be disclosed, a public interest test will be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.

Advice will be sought from the Information Commissioner’s Office or our legal advisors if there is any doubt as to whether information should be disclosed.

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