



South Gloucestershire and Stroud Academy Trust (SGSAT)

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Please contact the **SGS-GS Human Resources Department**

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Date:	13 th July 2016

Freedom of Information Publication Scheme

1. Introduction

- 1.1. The SGS Academy Trust ('the Trust') has produced a Publication Scheme of information that is available under the Freedom of Information Act 2000. The scheme conforms to the model scheme for schools and academies approved by the Information Commissioner. The Trust Board has responsibility for ensuring that the Trust complies with the Act.
- 1.2. Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about information that is available to the public. This includes all maintained schools and academies.
- 1.3. In order to comply with the requirements of the Act, the publication scheme covers the Trust's commitment on the following points:
 - 1.3.1. to proactively publish, or otherwise make available as a matter of routine, information which is held by the Trust and falls within the classifications below
 - 1.3.2. to specify the information that is held by the Trust and falls within the classifications below
 - 1.3.3. to proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
 - 1.3.4. 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
 - 1.3.5. to review and update on a regular basis the information the Trust makes available under this scheme
 - 1.3.6. to produce a schedule of any fees charged for access to information which is made proactively available
 - 1.3.7. to make this publication scheme available to the public
- 1.4. All information in the Publication Scheme is available in paper form.

2. Categories of information published

- 2.1. The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which the Trust will publish in the future. This information is available on the website <http://academytrust.sgscol.ac.uk/> and is categorised in 'Classes' as outlined later in this Scheme.
- 2.2. The classes of information will not generally include:
 - 2.2.1. 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. This includes information protected by the Data Protection Act.

- 2.2.2. Information that is no longer readily available because it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. Requests for Information

- 3.1. Information that is not published under the scheme can be requested by email or letter.
- 3.2. All requests will be considered in accordance with the provisions of the Freedom of Information Act. Requests should be clearly marked with "Publication Scheme Request"
- 3.3. Contact details:

The SGS Academy Trust
Stratford Road,
Stroud
Gloucestershire,
GL5 4AH

email: info@academytrust.ac.uk

4. Paying for information

- 4.1. Information published on the Trust website is free.
- 4.2. Single copies of information covered by this publication scheme are provided free unless stated otherwise.
- 4.3. However, there may be a charge if the request requires a lot of printing or photocopying, incurs a large postage charge or includes a priced item e.g. a publication or video.
- 4.4. In such instances, requestors will be notified in advance.

Appendix 1:

Guide to information available from the SGS Academy Trust, under the model publication scheme.

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Organisational information, structures, locations and contacts	Website	No charge
Academy Funding agreement	Website	No charge
SGS Trust Leadership Team	Website	No charge
SGS Trust Board	Website	No charge
Trustee role description and person specification	Website	No charge
Memorandum and Articles of Association	Website	No charge
Scheme of Delegation	Website	No charge
Local Governing Bodies	Individual Academy websites	No charge
Local Governor role description	Website	No charge
School Prospectus	Individual Academy websites	No charge
School session times and term dates	Individual Academy websites	No charge
GCSE results	Individual Academy results are available on the Department for Education website	No charge
Class 2: What we spend and how we spend it		
Academy Trust Financial Statements	Website	No charge

Academy Trust Financial Regulations	Website	No charge
Class 3: What our priorities are and how we are doing		
Government supplied performance data and tables	Individual Academy websites	No charge
Latest Ofsted reports	Individual Academy reports are available on the Department for Education website	No charge
Local Governing Body plans	Individual Academy websites	No charge
Child protection: policies and procedures on safeguarding and promoting the welfare of children	Website	No charge
Class 4: How we make decisions		
Admissions policy/decisions (not individual admissions decisions)	Website	No charge
Committee Terms of Reference	Hard copy available on request	See section 4
Minutes of Committee meetings (this will exclude information classified as 'Confidential')	Hard copy available on request	See section 4
Class 5: Our policies and procedures		
Academy Trust and/or individual Academy policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Complaints procedure • Discipline and grievance policies • Health and Safety • Information request handling policy • Staff conduct policy • Staff recruitment policy 	Websites	No charge
Academy Trust and/or individual Academy pupil and curriculum policies including: <ul style="list-style-type: none"> • Accessibility plan • Behaviour and Discipline • Exclusions policy • Home-school agreement • Inclusion and SEND policy • Sex and relationship education • Supporting pupils with medical conditions 	Websites	No charge

Academy Trust Records Management and Personal Data policies, including: <ul style="list-style-type: none"> • Data Protection • Information security • Records retention scheme 	Website	No charge
Equality and diversity: <ul style="list-style-type: none"> • Staff recruitment policy • Trust equality objectives 	Website	No charge
Charging regimes and policies: <ul style="list-style-type: none"> • Charging and remissions policy 	Website	No charge
Class 6: Lists and Registers <i>Currently maintained lists and registers only</i>		
Register of interests	Website	No charge
Register of Members and Trustees	Website	No charge