



BATH & WELLS
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10



Freedom of Information Policy

Updated October 2018



Bath & Wells Multi Academy Trust
Freedom of Information Act
Publication Scheme for Bath & Wells Multi-Academy Trust Academies

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

The scheme commits an authority:

- To 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.
- To specify the information which is held by the authority 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 authority 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.

1. 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 authority.

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.

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

The authority 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 authority, 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 authority 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 an authority 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. 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 authority 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 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.

4. Written Requests

Information held by a public authority 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.

Requests should be addressed to:

The Chief Operating Officer,
Bath and Wells Multi Academy Trust,
The Old Deanery,
St Andrews Street,
Wells,
BA5 2UG

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

Freedom of Information Act – Publication Scheme for Bath & Wells Academy Trust Academies

For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

Freedom of Information

Guide to information available from the Bath and Wells Multi Academy Trust under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts)	BWMAT Website	N/A
School staffing and structures – names of key personnel	Individual School Websites	N/A
School Governing bodies – names and contact details of the governors and the basis of their appointment	Individual School Websites	
School session times, term dates and holidays	Individual School Websites	N/A
Location and contact information – address, telephone number and website	BWMAT Website	N/A
Contact details for the Principal and the Governing Body of each school	BWMAT Website	N/A
School Prospectus	Individual School Websites	N/A
School Session times and term dates	Individual School Websites	N/A
KS2 results – a link to the data on the Department for Education’s website	BWMAT Website	N/A

Freedom of Information Act – Publication Scheme for Bath & Wells Academy Trust Academies

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)	Hard Copy from the Trust Central Offices	10p per copied sheet
Trust financial statements	BWMAT Website	N/A
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	BWMAT Website	N/A
Additional funding – Income generation schemes and other sources of funding.	BWMAT Website	N/A
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.	BWMAT Website	N/A
Staffing and grading structure	Hardcopy	10p per copied sheet
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	BWMAT Website	N/A
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hardcopy	10p per copied sheet

Freedom of Information Act – Publication Scheme for Bath & Wells Academy Trust Academies

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)	Website	N/A
School profiles <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	Individual School Websites	N/A
Performance management information	BWMAT Website, Hardcopy	10p per copied sheet
Trust’s future plans – any major proposals on safeguarding and promoting the welfare of children.	BWMAT Website	N/A
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	BWMAT Website	N/A

Freedom of Information Act – Publication Scheme for Bath & Wells Academy Trust Academies

Information to be published	How the information can be obtained	Charge
How we make decisions	Hardcopy	10p per sheet
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	BWMAT Website	N/A
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	BWMAT and Individual Websites	N/A

Freedom of Information Act – Publication Scheme for Bath & Wells Academy Trust Academies

Information to be published	How the information can be obtained	Charge
Our policies and procedures	Website or Hardcopy	10p per sheet
School policies including: <ul style="list-style-type: none"> • 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 • Staff recruitment policies 	BWMAT Website	N/A
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	BWMAT Website	N/A

Freedom of Information Act – Publication Scheme for Bath & Wells Academy Trust Academies

<p>Records management and personal data policies :</p> <ul style="list-style-type: none"> Information security Records retention Destruction and archive policies Data Protection policies 	<p>BWMAT Website</p>	<p>N/A</p>
<p>Equality and diversity</p>	<p>BWMAT Website</p>	<p>N/A</p>

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Information to be published	How the information can be obtained	Charge
Curriculum circulars and statutory instruments	Website	N/A
Disclosure logs	Hardcopy	10p per sheet
Asset register	Hardcopy	10p per sheet
Any information the Academy is currently legally required to hold in publicly available registers	Hardcopy	10p per sheet

Information to be published	How the information can be obtained	Charge
Extra-curricular activities	Individual School Websites	N/A
Out of school clubs	Individual School Websites	N/A
School publications	Individual School Websites	N/A
Services for which the Academy is entitled to recover a fee, together with those fees	Individual School Websites	N/A
Leaflets, booklets and newsletters	Hardcopy and School Websites	10p per sheet