



## Freedom of Information Policy

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<b>Approved By</b>	HET Board- - 13 October 2021
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## **1. Purpose**

The Freedom of Information Act 2000 (the "Act") makes it a legal requirement for any public authority including schools to produce a publication scheme and to provide guidance for any information requests made under the Act.

The Act gives legal rights to any person wishing to access information held by the Hamwic Education Trust (together the "Trust"). We have a duty to provide advice and guidance to anyone requesting information.

This policy outlines information regarding the Act with details of the procedures to follow should a request for information be received.

However, it should be noted that information that the Act covers for academies is restricted to information held for the purposes of the proprietor's functions under academy arrangements i.e. those arrangements between the Department for Education and the relevant academy trust company relating to agreements and financial assistance for an academy. This scheme should be read in line with this limitation.

## **2. Scope**

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 Trust:

The scheme commits the Trust 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;
- specify the information which is held by the Trust and falls within the classifications below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme. The preferred medium will be the school or Trust website, but information will also be available from individual schools or the Trust's managed service team;
- 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 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.

## **3. Classes of information**

Classes of information available under this scheme are:

### **Who we are and what we do**

Organisational information, registered company details, 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, 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 Trust or schools within.

### **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 which is exempt under the Act, or which 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.

## **4. Methods of publication**

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 the Trust, information will be provided on our website(s). Where it is impracticable to make information available on a website or when an individual does not have reasonable access to the information on the website, we will ensure that the same information can be obtained through the managed service team.

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.

## **5. Charges**

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.

In the case of information not obtainable through the website(s), the Trust reserves the right to charge for actual disbursements incurred such as:

- Photocopying/printing – at 10p per sheet of A4 paper
- postage and packaging – at the actual cost to the Trust

- any other costs directly incurred as a result of the information request – at the actual cost to the Trust.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances justified, including the general principles of the right of access to information held by public authorities, 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.

## **6. Requests**

Requests for other information under the Act must be in writing and include the enquirer's name and correspondence address. They must also include a description of exactly what information is requested. Enquirers do not need to say why they require the information. Requests should be made in writing to:

By email: [compliance@hamwic.org](mailto:compliance@hamwic.org)

By post:

Chief Executive Officer  
The Hamwic Education Trust  
Unit E, The Mill Yard  
Nursling Street  
SO16 0AJ

## **7. Exemptions**

Not all information the Trust holds that is covered by the Act will be disclosed in response to a request. For example, information may be withheld under exemptions available under the Act for example:

- information accessible by other means (e.g. website or prospectus);  
personal information – requests for information about an individual will be dealt with in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (unless the enquirer wishes to know what information is held about someone else – this information will generally not be disclosed);
- environmental information (e.g. regarding playing fields, car parking, phone masts etc.);
- information provided in confidence to the Trust;
- information, the release of which would prejudice or be likely to prejudice the Trust's or a third party's commercial interests.

If the cost of accessing the information is above £450 (based on the statutory rate of £25 per hour) or the request is considered vexatious or repeated.

## **8. Contact details**

If you require a paper version of any information, or want to ask whether information is available, please contact the managed service team, by telephone, email or letter.

Contact details are set out below, or you can visit our website at [www.hamwic.org](http://www.hamwic.org).

### **Managed Service Team**

The Hamwic Education Trust  
Unit E, The Mill Yard  
Nursling Street

Southampton  
SO16 0AJ  
Tel: 023 8078 6833  
Email: [info@hamwic.org](mailto:info@hamwic.org)

Further information about the Act can be obtained from:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number  
<https://ico.org.uk/>

## 9. Information publication

Most information is available electronically either on the Trust or school websites or in an electronic document. The charge for this is free.

If requestees require hard copies of any document, the charge will be 10p per sheet of paper used.

### 9.1 Who we are and what we do

*(Organisational information, structures, locations and contacts)*

Information to be published	How the information can be obtained
Academy funding agreement (Master funding agreement and supplemental funding agreements)	<a href="#">DfE website</a> / <a href="#">Trust website</a> /school website, individual school prospectus, electronic copy, hard copy,
MAT staff and structure – names of key personnel, school staff and structure	Trust/school website, individual school prospectus, electronic copy, hard copy
School local governing body – names and contact details of the governors and the basis of their appointment	Individual school website, electronic copy, hard copy
MAT board of directors	MAT website, electronic copy, hard copy
School session times, terms dates and holidays	Individual school website, electronic copy, hard copy
Location and contact information – address, telephone number and website	Trust/school website, individual school prospectus
Contact details for the school leader and the local governing body	Individual school website, prospectus
Individual school prospectus	Individual school website, electronic copy, hard copy
GCSE results	Individual school website, electronic copy, DfE website

### 9.2 What we spend and how we spend it

*(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)*

Information to be published	How the information can be obtained
Annual budget plan and financial statements	Trust website or hard copy, Companies House website, EFA website, published accounts online, electronic copy
Capital funding – details of capital funding allocated to the MAT and information on related building projects and other capital projects	Hard copy, electronic copy, published accounts online
Additional funding – income generation schemes and other sources of funding	Hard copy, electronic copy, published accounts online
Procurement and contracts – details of procedures used for the acquisition of goods and services.	Hard copy, electronic copy

Details of contracts that have gone through a formal tendering process	
Staffing and grading structure	Hard copy, electronic copy
Pay policy – a statement of the Trust/school’s policy on procedures regarding staff pay	Hard copy, electronic copy
Governors’ allowances – details of allowances and expenses that can be claimed or incurred	Hard copy, electronic copy

### 9.3 What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained
School profile Government supplied performance data Latest Ofsted report	DfE website, Edubase, electronic copy, hard copy
Performance management policy and procedures	Hard copy, electronic copy
Child protection policies and procedures	School website, hard copy, electronic copy

### 9.4 How we make decisions

(Decision making processes and records of decisions – current and previous three years as a minimum)

Information to be published	How the information can be obtained
Admissions policy – arrangements and procedures and right of appeal	Individual school website, prospectus, electronic copy, hard copy
Governing body/Trust meetings agendas, papers and minutes – information that is considered to be private will be excluded	Hard copy, electronic copy

### 9.5 Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities – current information only)

(Currently maintained lists and registers only)

Information to be published	How the information can be obtained
Curriculum circulars and statutory instruments	School website / newsletters, electronic copy hard copy
Disclosure logs	Available for inspection
Asset register	Available for inspection
Any information the school is currently legally required to hold in publicly available registers	Available for inspection or hard copy

### 9.6 The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)



Information to be published	How the information can be obtained
Extra-curricular activities	School website / prospectus / newsletters, electronic copy
Out of school clubs	School website / prospectus / newsletters, electronic copy
School publications	School website / prospectus / newsletters, electronic copy, hard copy
Service for which the school is entitled to recover a fee, together with those fees	Hard copy, electronic copy
Leaflets, booklets and newsletters	School website / prospectus / newsletters / hard copy, electronic copy