

TUDOR PARK EDUCATION TRUST	Freedom of Information Policy
Person(s) responsible for updating the policy:	Chief Executive Officer
Date Approved:	Board of Directors on 7 July 2016
Period of Review:	Every 3 years
Status:	Statutory

Tudor Park Education Trust oversees this policy but the local governing body of each academy or school within the Trust is responsible for the implementation of the policy.

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.



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 related 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.

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 the 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.

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 provide 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.

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. Please contact Penny Davies, HR Director. Please write to her by email (penny.davies@felthamcc.org) or by post to the following address: Tudor Park Education Trust, Browell's Lane, Feltham, Middlesex TW13 7EF.

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

Information to be published	How the information can be obtained	Charge
<p>Who we are and what we do</p> <p>(organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Academy Funding Agreement – a link to the document on the DfE’s website	Website	Schedule of charges
Academy Order	Hard copy	Schedule of charges
School staff and structure – names of key personnel	Website and hard copy	No charge
Governing Body – names and contact details of the Governors and the basis of their appointment	Website and hard copy	No charge
School session times, term dates and holidays	Website and hard copy	No charge
Location and contact information – address, telephone number and website	Website and hard copy	No charge
Contact details for the Principal and the Governing Body	Website and hard copy	No charge
School Prospectus	Website and hard copy	No charge
School session times and term dates	Website and hard copy	No charge
GCSE results – a link to the data on the DfE’s website	Website	
<p>What we spend and how we spend it</p> <p>(Audited financial accounts)</p> <p>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).</p>		
Annual budget plan and financial statements	Hard copy	Schedule of charges

Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy	Schedule of charges
Additional funding – income generation schemes and other sources of funding	Hard copy	Schedule of charges
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	Schedule of charges
Staffing and grading structure	Hard copy	Schedule of charges
Pay policy – a statement of the school’s policy on procedure regarding teachers’ pay	Website and hard copy	Schedule of charges
Governors’ allowances – details of allowances and expenses that can be claimed or incurred	Website and hard copy	Schedule of charges
<p>What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published</p>		
School profile		
Government supplied performance data	Website and hard copy	Schedule of charges
OFSTED report – summary and full report	Website	No charge
Performance management information	Hard copy	Schedule of charges
School’s future plans – any major proposals on safeguarding and promoting the welfare of children	Website and hard copy	No charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children	Email, website and hard copy	No charge
<p>How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		

Admissions policy – arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria	Email/website and hard copy	No charge
Governing Body meeting agenda, papers and minutes – information that is properly considered to be private should be excluded	Hard copy	Schedule of charges
<p>Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <p>Charging and Remissions policy</p> <p>Health & Safety and risk assessment</p> <p>Complaints procedure</p> <p>Staff conduct policy</p> <p>Discipline and grievance policies</p> <p>Pay policy</p> <p>Staffing structure implementation plan</p> <p>Information request handling policy</p> <p>Staff recruitment policies</p>	<p>Email / website</p> <p>Hard copy</p>	<p>No charge</p> <p>Schedule of charges</p>
<p>Pupil and curriculum policies, including:</p> <p>Home-school agreement</p> <p>Curriculum</p> <p>Sex education</p> <p>Special education needs</p> <p>Accessibility</p> <p>Collective worship</p>	<p>Email / website</p> <p>Hard copy</p>	<p>No charge</p> <p>Schedule of charges</p>

Careers education		
Pupil discipline		
Records management and personal data policies	Email	No charge
Information security	hard copy	Schedule of charges
Records retention		
Destruction and archive policies		
Data protection policies	Email / website	No charge
	Hard copy	Schedule of charges
Equality and diversity		
(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)	Email / website	No charge
Policies and procedures for the recruitment of staff – details of vacancies should be included	Hard copy	Schedule of charges
Charging regimes and policies	Email / website	No charge
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	Hard copy	Schedule of charges
Lists and Registers		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure logs	Hard copy	Schedule of charges
Asset register	Hard copy	Schedule of charges
Any information the school is currently legally required to hold in publicly available registers	Hard copy	Schedule of charges
The services we offer		

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

Current information only

Extra-curricular activities	Hard copy and website	No charge
Out of school clubs	Hard copy and website	No charge
School publications	Hard copy and website	No charge
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	No charge
Leaflets, booklets and newsletters	Hard copy and website	No charge

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing – 3p per sheet (black & white)	Actual cost incurred by the school
	Photocopying/printing – 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation