Freedom of Information Policy

November 2024

Company Number:	07801612
Approved By:	Board of Trustees
Policy Type:	Statutory
Date of Next Review:	November 2026
Review Period:	Two Years

Contents

Model Publication Scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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.

▶ To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

▶ The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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.

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.

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.

Charges may also 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.

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.

Class 01: Who we are and what we do

Financial information about projected and actual incomes and expenditure, procurement, contracts, and financial audit.

Information to be published	How the information can be obtained
Multi Academy Trust funding agreement	Trust website: https://www.aletheiatrust.org.uk/governance/finance-policies
Trust Articles of Association	Trust website: https://www.aletheiatrust.org.uk/governance
Trustees, directors, and members	Trust website: https://www.aletheiatrust.org.uk/governance
Trust contact details	Trust website: https://www.aletheiatrust.org.uk/contact-us
School prospectus and curriculum	Individual academy website
Governing body	Trust website: https://www.aletheiatrust.org.uk/governance Individual academy website
Information about and duties of the governors	Individual academy website
Gender pay gap reporting	Trust website: https://www.aletheiatrust.org.uk/governance/finance-policies
School session times and term dates	Individual academy website

Location and contact information	Trust website: https://www.aletheiatrust.org.uk/ Individual academy website

Class 02: What we spend and how we spend it

Financial information about 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: https://www.aletheiatrust.org.uk/governance/finance-policies
Expenditures	On request from individual academy / Trust
Capital funding	On request from individual academy / Trust
Financial audit reports	Trust website: https://www.aletheiatrust.org.uk/governance/finance-policies
Procurement and contracts	On request from individual academy / Trust
Staff allowances and expenses	On request from individual academy / Trust
Staff pay and grading structures	On request from individual academy / Trust
Governors' allowances	On request from individual academy / Trust
Premiums or other forms of financial support available	On request from individual academy / Trust
TU facility time reporting	On request from individual academy / Trust

Class 03: 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
Performance data supplied to the government	Individual academy website
Latest Ofsted report	Individual academy website Ofsted website: https://reports.ofsted.gov.uk/
Performance management information	On request from individual academy / Trust
Future plans	On request from individual academy / Trust
Exam and assessment results	Individual academy website Government website: https://www.compare-school-performance.service.gov.uk/
Performance tables	Government website: https://www.compare-school-performance.service.gov.uk/
Data protection impact assessments	On request from individual academy / Trust

Class 04: How we make decisions

Decision-making processes and records of decisions.

Information to be published	How the information can be obtained
Admissions policy and decisions	Individual academy website
Minutes of meeting of the governing body and its committees	On request from individual academy / Trust (note that confidential / sensitive data will not be disclosed)

Class 05: Our Policies and Procedures

Current written protocols, policies, and procedures for delivering our services and responsibilities.

Information to be published	How the information can be obtained
School policies and other documents	Trust website: https://www.aletheiatrust.org.uk/governance/finance-policies Individual academy website
Records management, personal data, and access to information policies	On request from individual academy / Trust
Equality and diversity	Trust website: https://www.aletheiatrust.org.uk/governance/finance-policies Individual academy website
Safeguarding and child protection	Trust website: https://www.aletheiatrust.org.uk/governance/finance-policies Individual academy website
Pay policy	On request from individual academy / Trust
Health and safety	Trust website: https://www.aletheiatrust.org.uk/governance/finance-policies Individual academy website
Policies and procedures for human resources and the recruitment of staff	On request from individual academy / Trust
Careers programme information	Trust website: https://www.aletheiatrust.org.uk/join-aletheia-academies-trust Individual academy website
Complaints procedures, including for dealing with parental complaints	Trust website: https://www.aletheiatrust.org.uk/governance/finance-policies Individual academy website
Charging regimes and policies	Trust website: https://www.aletheiatrust.org.uk/governance/finance-policies Individual academy website

Class 06: Lists and Registers

Information to be in currently maintained lists and registers only.

Information to be published	How the information can be obtained
Curriculum circulars and statutory instruments	Individual academy website
CCTV	On request from individual academy / Trust
Disclosure logs	Individual academy website
Asset register	Individual academy website
Any information you are currently legally required to hold in publicly available registers	Individual academy website

Class 07: The services we offer

Information about the services the school provides including leaflets, guidance, and newsletters.

Information to be published	How the information can be obtained
Extra-curricular activities	Individual academy website
Out of school clubs	Individual academy website
School publications	Individual academy website

Services for which the school is entitled to recover a fee, together with those fees	Individual academy website
Leaflets, booklets, and newsletters	Individual academy website

Schedule of Charges

Any FOI requests will default to digital delivery. This will normally be via e-mail using Portable Document Format (.PDF). Physical copies are available, at cost, as shown.

Charge Detail	Cost
A3 photocopying / printing (Black & White)	10p per A3 sheet
A3 photocopying / printing (Full Colour)	20p per A3 sheet
A4 photocopying / printing (Black & White)	5p per A4 sheet
A4 photocopying / printing (Full Colour)	10p per A4 sheet
Postage Fees	As actual cost (2nd Class)

Academy / Institution	Website URL
Aletheia Academies Trust	https://www.aletheiatrust.org.uk/
Cliffe Woods Primary School	https://www.cliffewoods.medway.sch.uk/
Ditton C of E Junior School	https://www.ditton-jun.kent.sch.uk/
Halling Primary School	https://www.halling.medway.sch.uk/
Holy Trinity C of E Primary School	https://www.holytrinity-gravesend.kent.sch.uk/
Horton Kirby C of E Primary School	https://www.hortonkirby.kent.sch.uk/
Knole Academy	https://www.knoleacademy.org/
Rosherville C of E Academy	https://www.rosherville.kent.sch.uk/
Saint George's C of E School (All-Through)	https://www.saintgeorgescofe.kent.sch.uk/
Sedley's C of E Primary School	https://www.sedleys.kent.sch.uk/
Shorne C of E Primary School	https://www.shorne.kent.sch.uk/
St Botolph's C of E Primary School	https://www.st-botolphs.kent.sch.uk/
Stone St Mary's C of E Primary School	https://www.stone.kent.sch.uk/
Sutton-at-Hone C of E Primary School	https://www.sutton-at-hone.kent.sch.uk/