

Redditch West School Trust
Freedom of Information Act Publication Scheme
17-20



Policy Adopted: 17th February 17

Review Date: January 2020

Signed by: Chris Allen Jones (vice)

Chair of Trustees / board of Directors

Aim of the Freedom of Information Publication Scheme

This publication scheme states how Redditch West School Trust commits 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 / school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy and falls within the classifications below.
- To specify the information which is held by the Academy which 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 about projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

- Outline strategy and performance information, inspections.

How we make decisions

- Decision making processes and records of decisions.

Our policies and procedures

- Current written protocols for delivering our functions and responsibilities.

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 Trust can refuse an entire request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.

Requests for information

Information that is not published under the scheme can be requested in writing from the:
Freedom of Information Officer
Trust Business Manager
Redditch West School Trust
Tennyson Road
Redditch
B97 5BL

All requests will be considered in accordance with the provision of the Freedom of Information Act 2000.

A substantial amount of the information can be found on the Trust's websites:

www.redditchwesttrust.co.uk

Charges

Most of the information can be downloaded from the website free of charge. A charge for other items may be made for photocopying and postage. If information is not in a readily available format, there will be a charge made to cover the administrative time spend collating the information. Any charges will be notified prior to the provision of information. Payment will be requested in advance of the provision of such information.

Freedom of Information

Guide to information available from the Trust and its schools, under the publication scheme via the Trust website which has links to the individual schools sites

| Who we are and what we do (Organisational information, structures, locations and contacts) | | |
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| Information to be published | How the information can be obtained | Charge |
| Academy Funding Agreement – a link to the document on the Department for Education’s website | www.redditchwesttrust.co.uk | Nil if accessed from website. Hard copies - 20p per page plus postage |
| Academy Order | www.redditchwesttrust.co.uk | |
| School staff and structure – names of key personnel | www.redditchwesttrust.co.uk | |
| Governing body – names and contact details of the governors and the basis of their appointment | www.redditchwesttrust.co.uk | |
| School session times, term dates and holidays | www.redditchwesttrust.co.uk | |
| Location and contact information – address, telephone number and website | www.redditchwesttrust.co.uk | |
| Contact details for the Headteachers, Executive Head and the Governing Body | www.redditchwesttrust.co.uk | |
| School Prospectus | www.redditchwesttrust.co.uk | |

| What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) These will not be available until after our first set of accounts are filed with the Charity Commission and Companies House. | | |
|---|--|---|
| Information to be published | How the information can be obtained | Charge |
| Annual budget plan and financial statements | On request | Can be viewed on site after request in writing or hard copies - 20p per page plus postage |
| Capital funding – details of capital funding allocated to the school | On request | |
| Capital Projects - information on building projects and other capital projects | On request | |
| Additional funding – Income generation schemes and other sources of funding. | On request | |
| 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. | On request | |
| Staffing and grading structure | On request | |
| Governors’ allowances – Details of allowances and expenses that can be claimed or incurred. | On request | |

| What our priorities are and how we are doing (Outline strategy and performance information, inspections.) | | |
|--|--|---------------|
| Information to be published | How the information can be obtained | Charge |
| School profile <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report | Edubase website Ofsted Website | N/A as on web |
| Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children. | www.redditchwesttrust.co.uk | N/A as on web |
| Child protection – policies and procedures on safeguarding and promoting the welfare of children. | www.redditchwesttrust.co.uk | N/A as on web |

| How we make decisions (Decision making processes and records of decisions) | | |
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| Information to be published | How the information can be obtained | Charge |
| Admissions policy - arrangements and procedures and right of appeal | www.worcestershire.gov.uk also admissions pages on each school website via www.redditchwesttrust.co.uk | N/A as on web |
| Admissions record - application numbers, and number of successful applicants by each over subscription criteria | On request | On request in writing - 20p per page plus postage |
| Governing body meeting agendas, papers and minutes | www.redditchwesttrust.co.uk and individual school sites | As above |

| Our policies and procedures | | |
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| (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| Information to be published | How the information can be obtained | Charge |
| <p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Complaints procedure • Information request handling policy • Discipline and Grievance • Whistleblowing • Performance Management • Maternity and Paternity • Grievance • Capability • School Asset Register • Disaster • Pay • Flexible working • Volunteer helper • External visitors • Attendance • Fire Procedures • Administering of medicines • Child safeguarding • Equality | <p>Many are on the websites through: www.redditchwesttrust.co.uk the remainder are on request</p> | <p>Can be viewed on site or in school with no charge or on request in writing - 20p per page plus postage</p> |

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| <ul style="list-style-type: none"> • Privacy Notice | | |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Sex education • Special Education Needs • Collective worship • Behaviour, Anti Bullying and Exclusions • E safety and ICT acceptable use • Homework • Images • Drug Education • Creative curriculum • Marking and Presentation • SEN | <p>Many are on the websites through: www.redditchwesttrust.co.uk the remainder are on request</p> | |

| The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
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| Information to be published | How the information can be obtained | Charge |
| Extra-curricular activities | On noticeboards in school or on request | Can be viewed on site or in school with no charge or on request in writing - 20p per page plus postage |
| Out of school clubs | On noticeboards in school or on request | |
| School newsletters | On school websites through: www.redditchwesttrust.co.uk | |
| School letters and other publications | On request | |