

The Learning Village Academy Trust

Freedom of Information Policy



Version 1.0	Written By	Approved By	Date
04.04.2019	Julie Goldstraw	LVAT Board	
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1.0 Policy Statement

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and academies to be clear and proactive about the information they make public. The Learning Village Academy Trust and its constituent academies have an obligation to state how the Act will be complied with.

This Policy follows the ICO Model Publication Scheme and outlines:

- How the Trust and its academies will respond to requests from individuals for access to information held about them
- Our Trust's policy & procedure for the release and publication of data and records
- Our Trust's policy and procedures for providing applicants with advice and assistance throughout the duration of their requests
- Whether the information is available free of charge or incurs a cost.

2.0 Legal Framework

This Policy has due regard to the following legislation and guidance:

- The Data Protection Act 2018
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- ICO Model Publication Scheme 2018 version 1.2
- ICO Duty to provide advice and assistance (section 16) 2018

This Policy links to the Trust Data Protection Policy & the constituent academies CCTV Policies.

The scheme covers information already published and information which is to be published in the future. Most of the information in our publication scheme available electronically on our website for you to download and print. Some information which we hold may not be made public, for example, personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office (ICO).

3.0 Aims and Objectives

The Trust aims to:

- Create a learning community where all members have high standards and expectations and have equality of opportunity to gain maximum personal achievement
- Create a stimulating and challenging environment, where children with enquiring, imaginative and creative minds become independent learners
- Create a community which enables children to develop self-awareness and self-esteem, so that they grow as confident, articulate and responsible individuals
- Provide a secure, safe and welcoming environment for all in the academy community, where the motivation to learn is enhanced by the partnership between home and school
- Provide a broad, balanced and exciting curriculum
- Foster in each child respect and care for one another and an understanding of other races, religions and ways of life
- Help children acquire a broad understanding and appreciation of the natural and made environment

4.0 Classes of information currently published by The Learning Village Academy Trust

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do Organisational information, structures, locations, contacts (current information)	Hard copy and / or website
Who's who in the Trust / Academies	Website
Who's who on the Trust Board and Local Governing Board and the basis of their appointment	Website
Articles of Association	Website
Contact details for the Executive Headteacher / Head of School and LGB	Website
Academy Prospectus	Website
Annual Report (Trust Board)	Website
Staffing Structure	Website
School session time and term dates	Website
Address of Trust/Academy and contact details including email	Website
Class 2 – What we spend and how we spend it Financial Information related to projected and actual income and expenditure, procurement, contracts, audit – current and previous financial year as a minimum)	Hard copy Statutory financial information is on the Trust Website
Annual budget plan	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy Statutory financial information is on the Trust Website
Details of expenditure on items over £2,000	Hard copy
Pay Policy	Hard copy
Staff allowances and expenses including totals paid to individual senior staff members (SLT or equivalent whose basic salary is at least £60,000 per annum)	Hard copy Statutory financial information is on the Trust Website
Director/Governor expenses and a record of total payments made to individuals	Hard copy
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews – current information as a minimum	Hard copy or Website
Performance data supplied to the DfE, latest Ofsted report, post inspection action plan	Website

Performance management policies and procedures adopted by the Trust Board	Hard copy
Trust's future plans	Website
Safeguarding and child protection	Hard copy or Website
Class 4 – How we make decisions Decisions making processes and records of decisions – current and previous three years as a minimum	Hard copy
Admissions Policy	Website
Agenda and minutes (nb this will exclude information that is properly regarded as confidential to the meetings)	Hard copy
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities – current information only	Hard copy or Website
Records Management and personal data policies	Hard copy or Website
Charging for information	Hard copy
Equality and diversity	Website
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Hard copy or Website, some information may only be available by inspection
Curriculum circulars and statutory instruments	Hard copy
Asset Register	Inspection only
Class 7 – the services we offer Information about the services we offer including leaflets, guidance and newsletters	Hard copy or Website
Extra curricular activities	Hard copy or Website
Out of school clubs	Hard copy or Website
Services for which the academies are entitled to recover a fee, together with those fees	Hard copy or Website

5.0 How to request information

Requested documents will be delivered electronically where possible but if you require a paper version of any of the documents within the scheme, for any of the constituent academies please contact the Trust office by telephone, e-mail, or letter.

Contact details are set out below

E-mail: greenways@learningvillage.org.uk

Tel: 01782 235333

Contact address: Nursery Avenue
Stockton Brook
Stoke on Trent
ST9 9NY

To help us process your request quickly, please clearly mark any correspondence
“FREEDOM OF INFORMATION REQUEST”

If the information you’re looking for isn’t available via the scheme, you can still contact the us to ask if we have it.

6.0 Paying for information

Single copies of information covered by this publication are provided free if downloaded from the website. If the request for information requires a printed copy then we reserve the right to make a charge that will reflect the cost of time and materials only.*

**** If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request. Where there is a charge you will be informed as to the amount in writing (verbally if you apply in person) and payment will be required in advance.***

7.0 Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner’s office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or

Enquiry/Information Line – 01625 545745

<https://ico.org.uk/make-a-complaint/>

8.0 Implementation of the policy

The Trust will manage implementation of this policy.

9.0 General

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.