



Publication Scheme - Freedom of Information Act

DOCUMENT HISTORY

Policy reviewed and adopted by Trustees	December 2017
Review frequency	Annually
Date of next review	December 2018
Responsible Officer	CEO

Publication Scheme for Information Available under the Freedom of Information Act 2000

This policy is adapted from the model publication scheme which was prepared and approved by the Information Commissioner. PROSPER Learning Trust as a public authority will 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 **PROSPER Learning Trust or/and its constituent academies** (This will be referred to in this document as the Trust). Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

PROSPER Learning Trust is committed 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
- 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
- Review and update on a regular basis the information the Trust makes available under this scheme
- Produce a schedule of any fees charged for access to information which is made proactively available
- Make this publication scheme available to the public
- Publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the Trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable for re-use; and, if any information in the dataset is a relevant copyright work and the Trust 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 2006.

The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

This policy is a guide to the information which is currently published or which we will publish in the future. This information is available on the website www.prosperlearningtrust.co.uk or in paper (hard) copy and is categorised in 'Classes' as outlined later in the section named Guide to Information Available from PROSPER Learning Trust.

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 Methods By Which Information Will Be Made Available.

The Guide to Information Available from PROSPER Learning Trust indicates clearly to the public what information is covered by this policy and how it can be obtained. Where it is within the capability of the Trust, information will be provided on the 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, the Trust will provide a hard (paper) copy of the information requested.

Information can be requested by email from admin@bridges.newcastle.sch.uk in writing to:

Mr M Jones,
PROSPER Learning Trust
Linhope Centre
Linhope Road
Newcastle upon Tyne
NE5 2LW

Please make the subject of your request **Publication Scheme Request**.

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 policy.

Charges Which May Be Made For Information Published

The purpose of this policy 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. 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
- Costs directly incurred as a result of viewing information

In such instances you will be notified in advance.

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 the Trust 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.

Guide to information available from PROSPER Learning Trust

Unless it is in the public interest to withhold information, it has to be released - PROSPER Learning Trust will apply the Public Interest Test before any qualification exemptions are applied.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the MAT	hard copy or website	No charge
Who's who on the Trust Board and Governors the basis of their appointment	hard copy or website	No charge
Articles of Association	hard copy or website link	See charges
Contact details for the Executive Head teacher and members of the Trust Board	website	No charge
MAT prospectus	hard copy	No charge
Annual Report	website link	No charge
Staffing structure	hard copy or website	No charge
School session times and term dates	website	No charge
Address of school and contact details	website	No charge
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	hard copy	See charges
Funding Agreement	hard copy or website	See charges
Capital funding	hard copy or website	See charges
Financial audit reports	hard copy or website	See charges
Details of expenditure items over £2000 – published at least annually	hard copy	See charges
Procurement and projects	hard copy	See charges

Pay policy	hard copy	See charges
Staff allowances and expenses, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	hard copy	See charges
Staffing, pay and grading structure.	hard copy	See charges
Trust Board and Governors' allowances and expenses.	hard copy	See charges
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		
Performance data supplied to the Government The latest Ofsted Inspectorate report	website link	No charge
Performance management policy and procedures adopted by the Trust Board	hard copy	See charges
The Trust's future plans	hard copy or website	See charges
Pupil Premium/PE and Sports Premium/Year 7 Literacy and numeracy catch up (if applicable)	website	No Charge
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	website	No charge
Agendas and minutes of meetings of the Trust Board and Academies' governing bodies - this will exclude information classified as 'Confidential'	hard copy	See charges
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<ul style="list-style-type: none"> • Data Protection Policy • Freedom of Information Policy • Complaints Policy • Charging and Remissions Policy • Behaviour Policies • Anti-Bullying Policies • SEND/Accessibility Policies • Curriculum Policies • Health and Safety Policy • Supporting Learners with Medical Conditions Policy 	website	No charge

Other Policies, including: <ul style="list-style-type: none"> • EYFS Policies • Safeguarding Policies • Sex and Relationships Policies • Staff Discipline, Conduct and Grievance Policies • Home-School Agreement • Procedure for Managing Under Performance • Procedure for Dealing with Allegations of Abuse • Exclusion Policy • Examinations Policies 	Hard copy	See charges
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	hard copy	See charges
Disclosure logs	hard copy	See charges
Asset register	hard copy	See charges
Any information the school is currently legally required to hold in publicly available registers	hard copy	See charges
Class 7 – 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/out of school clubs	website	No charge
School publications, leaflets, books and newsletters	website	No charge

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	PROSPER Learning Trust reserves the right to refuse to supply information where the cost of doing so exceeds the current statutory maximum of £450.	In accordance with the Freedom of Information Act 2000