

Freedom of Information Policy

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Approved By	Operational Policy
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1. Purpose

The Freedom of Information Act 2000 makes it a legal requirement for any public authority including schools to produce a publication scheme and guidance for any information requests.

The Act gives legal rights to any person wishing to access information held by the Hamwic Trust or any Trust within including Jefferys Education Trust, Edwin Jones Trust, Ridings Trust and Hillary Trust ("Trust"). We have a duty to provide advice and guidance to anyone requesting information.

This Policy outlines information regarding the Act with details of the procedures to follow should a request for information be received.

2. Scope

This publication scheme commits the Trust 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.

The scheme commits the Trust:

- 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.
- To specify the information which is held by the Trust 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. The preferred medium will be the school or Trust website, but information will also be available from the school or Managed Service Team.
- 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 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.

3. Classes of information

Who we are and what we do.

Organisational information, registered company details, 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, 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 Academy.

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.

4. Methods of Publication

The Hamwic Trust 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 our 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, we will insure that the same information can be obtained through the Managed Service team.

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.

5. Charges

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 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
- 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.

6. Requests

Requests must be in writing, and include the enquirer's name and correspondence address. They must also include a description of exactly what information is needed. Enquirers do not need to say why they require the information. Requests should be made in writing to:

Chief Executive Officer
The Hamwic Trust
Unit E, The Mill Yard
Nursling Street
SO16 0AJ
Tel: 023 8078 6833

7. Exemptions

- Information accessible by other means (e.g. website or prospectus)
- Personal Information – this is covered by the Data Protection Act 1998 (unless the enquirer wishes to know what information is held about them)
- Environmental Information (e.g. regarding playing fields, car parking, phone masts etc.)
- Requests can also be denied if the information is simply not held by the school; if the cost of accessing the information is above £500, or the request is considered vexatious or repeated.

8. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the Managed Service Team, by telephone, email, fax or letter. Contact details are set out below, or you can visit our website at www.hamwic.org.

Managed Service Team

The Hamwic Trust
Unit E, The Mill Yard
Nursling Street
Southampton
SO16 0AJ
Tel: 023 8078 6833

9. Information Publication

9.1 Charges

In some cases, information can be downloaded from the Academy/Trust website free of charge. In the case of information not obtainable through the Academy/Trust website, the Academy/Trust reserves the right to charge for actual disbursements incurred such as:

- photocopying – at 10p per sheet of A4 paper
- postage and packaging – at the actual cost to the Academy
- any other costs directly incurred as a result of the information request – at the actual cost to the Academy

9.2 Who we are and what we do

(Organisational information, structures, locations and contacts)

Information to be published	How the information can be obtained
Academy Funding Agreement	Department for Education website/ Trust/Academy website, individual Academy prospectus or hard copy
Academy staff and structure – names of key personnel	Trust/Academy website, individual Academy prospectus or hard copy
Academy governing body – names and contact details of the governors and the basis of their appointment	Individual academy website or hard copy
MAT Board of Directors	MAT website or hard copy
School session times, terms dates and holidays	Individual academy website or hard copy
Location and contact information – address, telephone number and website	Trust/Academy website, individual Academy prospectus
Contact details for the Head Teacher and the Governing Body	Individual academy website, prospectus
Individual Academy Prospectus	Individual academy website or hard copy
GCSE results	Individual academy website, DfE website

9.3 What we spend and how we spend it

(Financial information relating to 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/Academy website or hard copy, Companies House website, EFA website, published accounts online
Capital funding – details of capital funding allocated to the Academy and information on related building projects and other capital projects.	Hard copy or in published accounts online

Additional funding – Income generation schemes and other sources of funding.	Hard copy or in published accounts online
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
Staffing and grading structure	Hard Copy
Pay policy – a statement of the Academy’s policy on procedures regarding staff pay.	Hard copy
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy

9.4 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
Academy profile Government supplied performance data Latest Ofsted report	DfE website, Edubase, Hard copy
Performance management policy and procedures	Hard copy
Child Protection policies and procedures	Trust/Academy website or hard copy

9.5 How we make decisions

(Decision making processes and records of decisions – current and previous three years as a minimum)

Information to be published	How the information can be obtained
Admissions Policy – arrangements and procedures and right of appeal	Individual academy website, prospectus or hard copy
Governing Body/Trust meetings agendas, papers and minutes – information that is considered to be private will be excluded	Hard copy

9.6 Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities – current information only)

(Currently maintained lists and registers only)

Information to be published	How the information can be obtained
Curriculum circulars and statutory instruments	Academy website / newsletters or hard copy
Disclosure logs	Available for inspection
Asset register	Available for inspection
Any information the Academy is currently legally required to hold in publically available registers	Available for inspection or hard copy

9.7 The services we offer

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

Information to be published	How the information can be obtained
Extra-curricular activities	Academy website / Prospectus / Newsletters
Out of school clubs	Academy website / Prospectus / Newsletters
Academy publications	Academy website / Prospectus / Newsletters or hard copy
Service for which the academy is entitled to recover a fee, together with those fees	Hard copy
Leaflets, booklets and newsletters	Academy website / Prospectus / Newsletters / hard copy