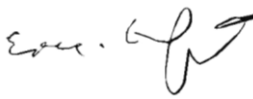

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

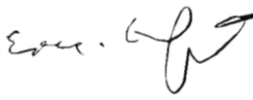
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|--|--|
| Recommended by: | CRSAAT DPO |
| Recommendation Date: | 23 rd September 2020 |
| Ratified by: | Trust Board |
| Signed: |  |
| Position on the Board: | Chair |
| Ratification Date: | 30/09/2020 |
| Next Review: | September 2021 |
| Policy Tier (Central/Hub/School): | Central |

Recommended by: CRSAAT DPO

Recommendation Date: 23rd September 2020

Ratified by: Trust Board

Signed:



Position on the Board: Chair

Ratification Date: 30/09/2020

Next Review: September 2021

Policy Tier (Central/Hub/School): Central

Table of Contents

| | Page |
|--|------|
| 1. Introduction | 3 |
| 2. Classes of Information | 3 |
| 3. The methods by which information published under this scheme will be made available | 4 |
| 4. Charges which may be made for information under this scheme | 5 |
| 5. Written requests | 5 |
| 6. Contact details | 5 |
| Guide to information available under the Publication Scheme | 7 |

Freedom of Information Act

Publication Scheme

I. Introduction

This publication scheme commits Central RSA Academies 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 Central RSA Academies Trust.

The scheme commits the Central RSA Academies 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.
- 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, and

To make this Publication Scheme available to the public.

2. Classes of information

2.1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2.2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3. What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

2.4. How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6. Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7. 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.

3. The method by which information published under this scheme will be made available

The Central RSA Academies 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 the Trust, 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, the Trust 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 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 scheme.

4. 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 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.

5. **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.

To help us to promptly respond to your request please mark any correspondence

'FOI Request for Information'

6. **Contact Details**

If you require a paper version of any information, or want to ask whether information is available, please contact the Central RSA Academies Trust or the individual School/Academy by telephone, email or by letter.

Central RSA Academies Trust

Website: www.centralrsaacademiestrust.com

Email: office@centralrsaacademies.com

Tel: 0121 270 3117

Assay Studios

143 Newhall Street

Birmingham

B3 1SF

The contact details for the individual schools/academies that are part of the Trust can be found on the Trust/School/Academy websites.

Guide to information available under the Publication Scheme

| Information to be published | How the information can be obtained | Charge |
|---|---|--------|
| <p>Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | | |
| School/Academy Funding Agreement – a link to the document on the Department for Education’s Website | On Central RSA Academies Trust website. | Nil |
| Articles of Association and Memorandum of Association | On Central RSA Academies Trust website. | Nil |
| School/Academy staff and structure – names of key personnel | On each School/Academy’s website. | Nil |
| Trust Board – names and contact details of the Trustees and the basis of their appointment | On Central RSA Academies Trust website | Nil |
| Governing Bodies – names and basis of their appointment | On each School/Academy’s website | Nil |
| School/Academy session times, term dates and holidays | On each School/Academy’s website. | Nil |
| Location and contact information – address, telephone number and website | On each School/Academy’s website. | Nil |
| Contact details for the School/Academy Principals and Executive Head | On each School/Academy’s website. | Nil |
| School Prospectus | On each School/Academy’s website. | Nil |
| School Session times and term dates | On each School/Academy’s website. | Nil |

| Information to be published | How the information can be obtained | Charge |
|--|---|---|
| What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | | |
| Annual budget plan and financial statements Capital funding – details of capital funding allocated to each School/Academy along with information on related building projects and other capital projects | Annual Trust Accounts on Central RSA Trust website. Budget plans by request. By request | Nil According to FOI Policy According to FOI Policy |
| Additional funding – Income generation schemes and other sources of funding 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. | By request By request | According to FOI Policy According to FOI Policy |
| Staffing, pay and grading structure Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay. | By request By request. | According to FOI Policy According to FOI Policy |
| Trustees’ and Governors’ allowances – Details of allowances and expenses that can be claimed or incurred. | By request | According to FOI Policy |

| Information to be published | How the information can be obtained | Charge |
|---|---------------------------------------|-------------------------|
| What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information only. | | |
| School/Academy profile <ul style="list-style-type: none"> Government supplied performance data OFSTED report – summary and full report | On each School/Academy's website | Nil |
| Performance management information | By request | According to FOI Policy |
| Trust/School/Academy's future plans | On Central RSA Academy Trust website. | Nil |
| Child protection – policies and procedures on children. | On each School/Academy's website. | Nil |

| Information to be published | How the information can be obtained | Charge |
|---|-------------------------------------|-------------------------|
| How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum | | |
| Admissions Policy and decisions | On School/Academy's website. | Nil |
| Board of Trustees/Governing body meeting agendas, papers and minutes (information that is properly considered to be private will be excluded). | By request. | According to FOI Policy |

| Information to be published | How the information can be obtained | Charge |
|--|---|------------|
| <p>Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information on</p> | | |
| <p>Trust/School/Academy policies and procedures, including:</p> <ul style="list-style-type: none"> • Staff Code of Conduct/Practice • Complaints Policy • Conflicts of Interest Procedure • Disciplinary Policy • Grievance Policy • Health & Safety Policy • Safer Recruitment and Selection • Scheme of Delegation • Staff ICT Acceptable Use Policy • Whistleblowing Policy | <p>On the Central RSA Academies Trust and/or each School/Academy's website.</p> | <p>Nil</p> |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Accessibility Plan • Anti-Bullying Policy • Behaviour Policy • Educational Visits Policy • E-Safety Policy • Equality Policy • Provider Access Policy • Safeguarding Policy • School Uniform Policy • SEN Policy | <p>On the Central RSA Academies Trust and/or each School/Academy's website.</p> | <p>Nil</p> |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Data Protection Policy • Privacy Notices – Parents • Privacy Notices – Pupils • Privacy Notices – Staff • Records Management Policy | <p>On the Central RSA Academies Trust and/or each School/Academy's website.</p> | <p>Nil</p> |
| <p>Charging regimes and policies, including:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy | <p>On Central RSA Academies and each School/Academy website.</p> | <p>Nil</p> |

| Information to be published | How the information can be obtained | Charge |
|--|-------------------------------------|-------------------------|
| Lists and Registers | | |
| Currently maintained lists and registers only Some information may only be available for inspection | | |
| Curriculum circulars and statutory instruments | By request | According to FOI Policy |
| Disclosure logs | By request | According to FOI Policy |
| Asset register | By request | According to FOI Policy |
| Any information the Academy is currently legally required to hold in publicly available registers | By request | According to FOI Policy |

| Information to be published | How the information can be obtained | Charge |
|--|---|--------|
| 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 | On each School/Academy website | Nil |
| Out of school clubs | On each School/Academy website | Nil |
| School publications | On each School/Academy website | Nil |
| Services for which the Academy is entitled to recover a fee, together with those fees | On each School/Academy website Charges and Remissions Policy | Nil |
| Leaflets, booklets and newsletters | On each School/Academy website | Nil |