



## The Spire Church of England Learning Trust

### **Freedom of Information Policy and Publication Scheme**

#### **To be read in conjunction with the GDPR Policy.**

The Freedom of Information Act 2000 gives members of the public the right to access official information held by Public Authorities. As well as responding to requests for information made under the Freedom of Information Act 2000, the school is required to publish information proactively. The Freedom of Information Act requires every School to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. The scheme sets out our commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

The Spire Academy Trust has adopted the Information Commissioner's Model Publication Scheme in its entirety and have produced a guide to information which sets out the information we hold, where it can be obtained and whether a fee is payable.

#### **Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you on our website to download and print off or available in paper form.

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.

This publication scheme is a means of showing how we are pursuing these aims.

#### **Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in a later section of this scheme.

The classes of information that we undertake to make available are organised into five broad topic areas:

- School Handbook – information published in the school handbook.
- School Prospectus – information published in the school prospectus.

- Governors' Documents – information published in Governing Body documents
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to the school – information about policies that relate to the school in general.

### **How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school responsible by telephone, email or letter. Contact details are set out below or you can visit our website at

**Email: [admin@stmatthias.worcs.sch.uk](mailto:admin@stmatthias.worcs.sch.uk)**

**Tel: 01684 574984**

**Contact Address: Cromwell Road, Malvern Link, Worcestershire WR14 1NA**

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please).

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

### **Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in the appendix. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

NB This policy should be read in conjunction with the GDPR Policy.

Agreement Date: Spring 2022 Review Date: Spring 2024

This Policy was prepared giving due regard to the disabilities and/or special education needs, age, race, religion or belief, sex/sexual orientation, gender/gender reassignment, marriage and civil partnership, pregnancy and maternity of the children and staff at The Spire Trust and its community.