



Freedom of Information Publication Scheme

(Approved by Trustees 18 June 2018 - for review Summer 2019)

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME	2
INTRODUCTION	2
CLASSES OF INFORMATION	2
WHO WE ARE AND WHAT WE DO.	2
WHAT WE SPEND AND HOW WE SPEND IT	2
WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING	3
HOW WE MAKE DECISIONS	3
OUR POLICIES AND PROCEDURES	3
LISTS AND REGISTERS	3
THE SERVICES WE OFFER	3
THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE	3
CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME	4
WRITTEN REQUESTS	4
GUIDE TO INFORMATION AVAILABLE FROM THIS ACADEMY UNDER THE PUBLICATION SCHEME	5
CLASS 1 - WHO WE ARE AND WHAT WE DO	5
CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT	6
CLASS 3 - WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING	6
CLASS 4 - HOW WE MAKE DECISIONS	7
CLASS 5 - OUR POLICIES AND PROCEDURES	7
CLASS 6 -LISTS AND REGISTERS	8
CLASS 7 - THE SERVICES WE OFFER	8
ADDITIONAL INFORMATION	8
SCHEDULE OF CHARGES	8

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

INTRODUCTION

This publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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.
- 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 review and update on a regular basis the information the authority makes available under this scheme.
- 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority 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. The term 'relevant copyright work' is defined in section 19(8) of that Act.

CLASSES OF INFORMATION

WHO WE ARE AND WHAT WE DO.

Organisational information, 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, tendering, 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 authority.

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.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

The authority 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 a public authority, 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, a public authority 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 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.

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 authority 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.

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 a public authority 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 THIS ACADEMY UNDER THE PUBLICATION SCHEME

Requests for information in relation to Lakes Academies Trust should be submitted to:

Insert name, position,

Lakes Academies Trust
c/o Water Hall Primary School
Fern Grove
Bletchley
Milton Keynes
MK2 2QF
01908 377833
office@lakesadacemiustrust.org

Requests for information in relation to individual academies should be submitted directly to the academy in question:

Water Hall Primary School

Fern Grove
 Bletchley
 Milton Keynes
 MK2 2QF
 01908 377833
office@waterhallprimary.co.uk

Knowles Primary School

Queensway
 Bletchley
 Milton Keynes
 MK2 2HB
 01908 373588
office@kpsmk.uk

INFORMATION TO BE PUBLISHED	TRUST WEBSITE	ACADEMY WEBSITE	ON REQUEST
CLASS 1 - WHO WE ARE AND WHAT WE DO			
Academy Funding Agreement	✓		
Instrument of Government / Articles of Association	✓		
Who's who on the board of trustees.	✓		
Who's who on the local governing body.		✓	
Contact details for the Academy Trust and trustees.	✓		
Contact details for the Head teacher and for the governing body, via the school.		✓	
Annual Report	✓		
Staffing structure- names of key personnel	✓	✓	
School session times and term dates		✓	
Address of academy trust and contact details, including email address.	✓		
Address of school and contact details, including email address.		✓	
CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT			
Annual budget plan and financial statements			✓
Capital funding			✓
Financial audit reports	✓		
Details of expenditure items over £2000			✓

Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).			✓
Pay policy Staff allowances and expenses that can be incurred or claimed, 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.			✓
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.			✓
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.			✓
CLASS 3 - WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING			
Performance data		✓	
The latest Ofsted report		✓	
Post-inspection action plan			✓
Performance management policy and procedures adopted by the governing body.			✓
Performance data or a direct link to it		✓	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status		✓	
Safeguarding and child protection		✓	
CLASS 4 - HOW WE MAKE DECISIONS			
Admissions policy		✓	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).			✓
CLASS 5 - OUR POLICIES AND PROCEDURES			
Accessibility Plan			
Appraisal Policy			
Attendance (sickness absence) Policy			✓
Behaviour Policy		✓	

Capability Policy			✓
Charging and Remissions		✓	
Child protection and safeguarding Policy		✓	
Code of Conduct			✓
Complaints Procedure			✓
Data Protection Policy		✓	
Dignity at Work (Harassment and Bullying at Work) Policy			✓
Disciplinary Procedure			✓
Equal Opportunities (Staff) Policy			✓
Equality Information and Objectives			✓
Freedom of Information		✓	
Governor Visits Policy			✓
Grievance Procedure			✓
Health and Safety Policy			✓
Home-Academy Agreement		✓	
Maternity, Paternity, Adoption and Parental Leave Policy			✓
Reorganisation and Redundancy Policy			✓
Special Educational Needs		✓	
Whistleblowing Policy		✓	
Information Security		✓	
Records Retention Policy			✓
CLASS 6 - LISTS AND REGISTERS			
Curriculum circulars and statutory instruments			✓
Disclosure logs			✓
Asset register			✓
Any information the school is currently legally required to hold in publicly available registers			✓
CLASS 7 - THE SERVICES WE OFFER			
Extra-curricular activities		✓	
Out of school clubs		✓	

Services for which the school is entitled to recover a fee, together with those fees			✓
School publications, leaflets, books and newsletters		✓	
ADDITIONAL INFORMATION			

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 1.3p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 4p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority