

Tauheedul Education Trust

This guidance is in line with the Mission Statement of the Trust

*To create outstanding organisations that promote educational excellence,
character development and service to communities.*

FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME



Tauheedul
Education Trust

Document control

This policy applies to all Tauheedul Education Trust establishments.

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Owner	Tauheedul Education Trust

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1 Introduction

- 1.1 Tauheedul Education Trust (TET) is committed to being open and transparent. We aim to publish as much information as possible online and in response to frequently asked questions. This policy and publication scheme applies to all the Trust's establishments.

2 Your rights

- 2.1 The Freedom of Information Act gives you the opportunity to request information which we keep. Statutory Guidance on the Act can be found at www.ico.org.uk.

3 How to request information

- 3.1 Please submit email Freedom of Information (FOI) requests to info@tetrust.org.
- 3.2 To make a request in writing please send it to: Freedom of Information, Tauheedul Education Trust, Shadsworth Road, Blackburn BB1 2HT.
- 3.3 With all FOI requests, please include a name and full postal address as part of your application, together with a telephone contact number.

4 Publication scheme

- 4.1 TET's Publication Scheme reflects the Information Commissioner's model publication scheme. For more information about publication schemes, please visit the Information Commissioner's Office web-site: www.ico.org.uk
- 4.2 This guide lists information which we have made a commitment to make available. Our aim is to make information available whenever we can legally do so, except where we consider release would cause significant harm. In such cases, we will withhold information under an appropriate exemption in the FOI Act. We must also comply with the requirements of the Data Protection Act 1998 and respect the privacy of individuals. If the information you require is not included in the publication scheme, you can still ask if we have it and, if so, request to see it.
- 4.3 Information available on our websites is free for you to access. Hard Copy documents will be charged for in line with our charging policy, unless otherwise stated.
- 4.4 Please see the following tables for details of publication scheme. Please note that due to the development of TET, not all of these documents may be available at every establishment.

Table 1: Class 1 – Who we are and what we do (current information only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Who's who in the school	Hardcopy
Who's who on the governing body and the basis of their appointment	Hardcopy school websites
Contact details for the Principal and for the governing body via the school	School websites
Articles of Association	Hardcopy
School prospectus (if any)	Hardcopy School websites
Curriculum outline	School websites
Annual Report (if any)	School websites
School session times and term dates	School websites
Location and contact information	School websites

Table 2: Class 2 – What we spend and how we spend it (current and previous financial year)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Annual budget plan	Hardcopy
Financial statements	School websites
Capital funding	Hardcopy
Additional funding	Hardcopy
Pupil Premium funding	School websites
PE and sport premium funding	School websites (primary only)
Yr 7 Literacy and Numeracy Catch Up Funding (if applicable)	School websites
Procurement and contracts	Hardcopy
Pay policy	Hardcopy
Staffing and grading structure	Hardcopy

Table 3: Class 3 – What our priorities are and how we are doing (current information)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
School profile <ul style="list-style-type: none"> ▪ Government supplied performance data ▪ The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hardcopy School websites
Appraisal Policy and procedures	Hardcopy
School future plans	Hardcopy
Safeguarding and Child Protection Policies	School websites

Table 4: Class 4 – How we make decisions (current and previous three years where applicable)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Admissions policy/decisions (not individual admission decisions)	School websites Hardcopy
Agendas of meetings of the governing body	Hardcopy
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meetings.	Hardcopy

Table 5: Class 5 – Our policies and procedures (current information only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Policies including: <ul style="list-style-type: none"> ▪ Anti-Bullying Policy ▪ Behaviour Policy ▪ Charging and Remissions Policy ▪ Complaints Policy ▪ Disability and Special Educational Needs Policy ▪ Equal Opportunities Policy ▪ Equalities Statement ▪ Freedom of Information Policy and Publications Scheme ▪ Home-School Agreement ▪ Pupil Premium Policy ▪ Safeguarding (Child Protection) Policy ▪ Uniform Policy 	School websites Hardcopy
Data Protection Policy (including information sharing policies)	Hardcopy

Table 6: Class 6 – Lists and Registers (currently maintained lists and registers only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Asset register	Hardcopy

Table 7: Class 7 – The services we offer (current information only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Enrichment activities	Hardcopy School websites
School publications	Hardcopy School websites
Services for which the school is entitled to recover a fee, together with those fees	School websites
Leaflets books and newsletters	Hardcopy School websites

5 Information about specific schools or establishments

- 5.1 All FOI requests are managed centrally by TET.
- 5.2 If you have a specific question about information held by one of our schools or establishments, please contact us directly as indicated above. Alternatively, our establishments will forward FOI requests they receive to TET.

6 What happens when we receive your request?

- 6.1 We will comply with timescales set by the Information Commissioner in responding to your request. If your request is particularly complex, we will assess how long it is likely to take to retrieve the relevant information. If it is more than 18 hours of staff time we will levy a charge. In this case we will write to advise you of the cost and you can decide whether to continue.
- 6.2 If the Trust receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.
- 6.3 Details of our charging policy are set out in Table 8.

Table 8: Charging policy

TYPE OF CHARGE	CHARGE	BASIS OF CHARGE
Disbursement costs	Photocopying/printing	10p per sheet (black & white)
	Postage	Actual cost of Royal Mail standard 2 nd class
Prescribed Costs	Finding, sorting and editing of materials	Charged for in full for requests in excess of £450 at a standard rate of £25 per hour

7 Are there any exemptions?

- 7.1 There are a range of exemptions that could apply, as allowed within the statutory guidance, for example if releasing information breaches commercial confidence or if there are other legal issues preventing disclosure. We will write to you if this applies.
- 7.2 You have the right to appeal the decision in writing to TET in the first instance and to the Information Commissioner's office if you think the decision is unreasonable.

8 Monitoring, evaluation and review

- 8.1 The policy will be promoted and implemented throughout all Trust establishments.
- 8.2 The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust establishment.
- 8.3 The Trust will review this policy every two years in consultation with each Trust establishment.