

*'They will soar on wings like eagles ...'*  
Isaiah 40:31

**collaborate | enrich | trust | innovate | aspire | nurture**



Multi Academy Trust Policy

Freedom of Information Publication Scheme

Common Trust Policy, Use as Published

Date adopted by Trust Board: 07/2022

Date of next Review: 06/2024

## 1. Introduction

This publication scheme commits Aquila, The Diocese of Canterbury Academies Trust (hereafter referred to as the Trust) and its Academy's to make information available to the public as part of its normal business activities. The scheme has been adopted without modification from the Information Commissioner Office (ICO) in light of our status as a public authority

The information covered is included in the classes of information mentioned below, where this information is held by the Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the ICO.

The scheme commits the trust and each academy:

- 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 that is held by the Trust and its academies, and that 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 Trust makes available under this scheme.
- To produce a schedule of any fees charged for access to information that 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 Model publication scheme Model publication scheme Version 1.2 20151023 2 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.

## 2. 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 Trust.

**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 deemed protected from disclosure.
- Information in draft form that has not yet received formal approval of the Trust board.
- Information that is no longer readily available as its files have been 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 Trust will indicate clearly to the public what information is covered by this scheme and it can be obtained.

Where it is within the capability of the Trust or each academy, information will be provided on our 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 show 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 it is necessary, contact details will be provided. The Trust and its Academies will arrange any appointments to view the information within a reasonable timescale.

We will provide information in the language in which it is held or in such other languages that are required by law. 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 or its academies for routinely published material will be justified and transparent and kept to a minimum.

Material that is published and accessed on the website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Reasonable charges are 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 we need to charge, confirmation of the amount due will be given beforehand. Payment will be requested prior to provision of the information.

#### 5. Written Requests

We will accept written requests for information held by the Trust that do not appear under this scheme or are not held locally by our Academies. The provision of this information will be considered in accordance with the provisions of the Freedom of Information Act.

Requests are to be sent in writing to Annie Wiles, Chief Executive Officer

Aquila, The Diocese of Canterbury Academies Trust  
Unit 33, Folkestone Enterprise Centre  
Shearway Business Park

Folkestone, Kent CT19 4RH

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

| Information to be published  | How the information can be obtained  | Charge |
|--|--|--------|
| <p><b>Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)<br/>This will be current information only, hard copy and website</p> |  |        |
| Academy Funding Agreement – a link to the document on the Department for Education’s website   | <a href="http://www.education.gov.uk/schools/performance/index.html">http://www.education.gov.uk/schools/performance/index.html</a>                          | N/A    |
| Academy Order (if applicable)  | Trust Website<br><a href="http://www.aquilatrust.co.uk">www.aquilatrust.co.uk</a>  | N/A    |
| Academy/School staff and structure – names of key personnel  | Trust Websites for Trust Central employees<br>Academy Website will offer basic details on staff.<br>Full staffing structure available as hardcopy on request | N/A    |
| Local Governing Body – names and contact details of the governors and the basis of their appointment   | Academy Website and also available via government Edubase  | N/A    |
| Academy/School session times, term dates and holidays  | Academy Website  | N/A    |
| Location and contact information for Academy and the Trust – address, telephone number and website   | Academy and Trust Websites<br><a href="http://www.aquilatrust.co.uk">www.aquilatrust.co.uk</a>   | N/A    |
| Contact details for the Headteacher and the Local Governing Body   | Academy Website  | N/A    |
| Prospectus   | Academy Website  | N/A    |

|   |                                    |     |
|---|------------------------------------|-----|
| Session times and term dates  | Academy Website                    | N/A |
| Examination results (where applicable) – a link to the data on the Department for Education’s website | Academy Website (where applicable) | N/A |

| Information to be published   | How the information can be obtained   | Charge  |
|---|---|---|
| <p><b>What we spend and how we spend it</b></p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>This should be a minimum of current and the previous two financial years<br/>(Accounts that have been filed with the Charity Commission and Companies House).</p> |   |   |
| Annual budget plan and financial statements   | Hardcopy via Academy Office.  | Reasonable charges maybe requested if incurred by the Academy |
| Capital funding – details of capital funding allocated to the Academy/School along with information on related building projects and other capital projects   | Hardcopy via Academy Office.  | Reasonable charges maybe requested if incurred by the Academy |
| Additional funding – Income generation schemes and other sources of funding.  | Hardcopy via Academy Office if applicable.  | Reasonable charges maybe requested if incurred by the Academy |
| 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.   | Hardcopy via Academy Office.  | Reasonable charges maybe requested if incurred by the Academy |
| Staffing and grading structure  | Hardcopy available for inspection   | Reasonable charges maybe requested if incurred by the Academy |
| Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.   | Trust Website   | N/A   |
| Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.   | Policy available on request from Academy Office. Full details of claims made by Governors available for inspection in Academy Office. | Reasonable charges maybe requested if incurred by the Academy |

| Information to be published   | How the information can be obtained  | Charge   |
|---|--|--|
| <p style="text-align: center;"><b>What our priorities are and how we are doing</b></p> <p style="text-align: center;">(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p style="text-align: center;">Current information should be published (hard copy and/or website)</p> |  |  |
| <p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>   | <ul style="list-style-type: none"> <li>• Link to published performance data available on Academy website</li> <li>• Link to Ofsted report via Academy website</li> </ul> | <p style="text-align: center;">N/A</p>                               |
| <p>Performance management information</p>   | <p>Information available for inspection on site and will consider the confidential nature of the information for individuals.</p>  | <p style="text-align: center;">N/A</p>                               |
| <p>Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.</p>  | <p>Hardcopy for inspection via Main Office.</p>  | <p>Reasonable charges maybe requested if incurred by the Academy</p> |
| <p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>  | <p>Available of Academy Website or as Hardcopy via Main Office.</p>  | <p>Reasonable charges maybe requested if incurred by the Academy</p> |



| Information to be published   | How the information can be obtained  | Charge  |
|---|--|---|
| <p><b>How we make decisions</b><br/>           (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>                            |  |   |
| Admissions policy – arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria. | Available on each Academy Website  | N/A   |
| Local Governing Body meeting agendas, papers and Minutes – information that is properly considered to be private should be excluded.  | Central folder held within Academy/School.<br>May also be available on Academy/School website at Local Bodies Discretion | Reasonable charges maybe requested if incurred by the Academy |

| Information to be published  | How the information can be obtained   | Charge   |
|--|---|--|
| <p><b>Our policies and procedures</b><br/>           (Current written protocols, policies and procedures for delivering our services and responsibilities)<br/>           Current information only</p>   |   |  |
| <p>Academy policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul> | <ul style="list-style-type: none"> <li>• Academy Website</li> <li>• Academy Office on request</li> <li>• Academy Website</li> <li>• Trust Website</li> <li>• Trust Website</li> <li>• Trust Website</li> <li>• Academy Office on request</li> <li>• Academy Office on request</li> <li>• Trust Website</li> </ul>                                 | <p>Reasonable charges<br/>           maybe requested if<br/>           incurred by the<br/>           Academy or the Trust</p> |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Relationships and Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>  | <ul style="list-style-type: none"> <li>• Academy Website if applicable</li> <li>• Academy Office on request</li> <li>• Academy Website</li> <li>• Academy Website</li> <li>• Academy Website</li> <li>• Academy Office on request</li> <li>• Academy Office on request</li> <li>• Academy Office on request</li> <li>• Academy Website</li> </ul> | <p>Reasonable charges<br/>           maybe requested if<br/>           incurred by the<br/>           Academy or the Trust</p> |
| <p>Records management and personal data policies</p> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> </ul>   | <ul style="list-style-type: none"> <li>• Academy Office on request</li> <li>• Academy Office on request</li> </ul>  | <p>Reasonable charges<br/>           maybe requested if<br/>           incurred by the<br/>           Academy or the Trust</p> |

| Information to be published  | How the information can be obtained  | Charge   |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Data Protection policies</li> <li>• Destruction and archive policies</li> </ul>   | <ul style="list-style-type: none"> <li>• Trust Website</li> <li>• Academy Office on request</li> </ul> | Reasonable charges maybe requested if incurred by the Academy or the Trust |
| <ul style="list-style-type: none"> <li>• Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</li> <li>• Policies and procedures for the recruitment of staff - details of vacancies should be included</li> </ul>  | <ul style="list-style-type: none"> <li>• Trust Website</li> <li>• Trust Website</li> </ul>             | Reasonable charges maybe requested if incurred by the Academy or the Trust |
| <ul style="list-style-type: none"> <li>• Charging regimes and policies<br/>This should include details of any statutory Charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</li> </ul> | <ul style="list-style-type: none"> <li>• Academy Office on request</li> </ul>                          | Reasonable charges maybe requested if incurred by the Academy              |

| Information to be published  | How the information can be obtained  | Charge  |
|--|--|---|
| <p><b>Lists and Registers</b></p> <p>Currently maintained lists and registers only<br/>(hard copy and/or website; some information may only be available for inspection)</p> |  |   |
| <ul style="list-style-type: none"> <li>• Curriculum circulars and statutory instruments</li> </ul>   | <ul style="list-style-type: none"> <li>• Available for inspection on site</li> </ul> | <p>Reasonable charges maybe requested if incurred by the Academy or the Trust</p> |
| <ul style="list-style-type: none"> <li>• Disclosure logs</li> </ul>  | <ul style="list-style-type: none"> <li>• Available for inspection on site</li> </ul> | <p>Reasonable charges maybe requested if incurred by the Academy or the Trust</p> |
| <ul style="list-style-type: none"> <li>• Asset register</li> </ul>   | <ul style="list-style-type: none"> <li>• Available for inspection on site</li> </ul> | <p>Reasonable charges maybe requested if incurred by the Academy or the Trust</p> |
| <ul style="list-style-type: none"> <li>• Any information the Academy is currently legally required to hold in publicly available registers</li> </ul>                        | <ul style="list-style-type: none"> <li>• Available for inspection on site</li> </ul> | <p>Reasonable charges maybe requested if incurred by the Academy or the Trust</p> |

| Information to be published   | How the information can be obtained  | Charge |
|---|--|--------|
| <p><b>The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only<br/>(hard copy and/or website; some information may only be available for inspection)</p> |  |        |
| <ul style="list-style-type: none"> <li>• Extra-curricular activities</li> </ul>   | <ul style="list-style-type: none"> <li>• Academy Website</li> </ul>  | N/A    |
| <ul style="list-style-type: none"> <li>• Out of school clubs</li> </ul>   | <ul style="list-style-type: none"> <li>• Academy Website</li> </ul>  | N/A    |
| <ul style="list-style-type: none"> <li>• Academy publications</li> </ul>  | <ul style="list-style-type: none"> <li>• Academy Website</li> </ul>  | N/A    |
| <ul style="list-style-type: none"> <li>• Services for which the Academy is entitled to recover a fee, together with those fees</li> </ul>   | <ul style="list-style-type: none"> <li>• Academy Website</li> </ul>  | N/A    |
| <ul style="list-style-type: none"> <li>• Leaflets, booklets and newsletters</li> </ul>  | <ul style="list-style-type: none"> <li>• Hardcopies on request and Academy Website where possible</li> </ul> | N/A    |