



## The Olympus Academy Trust Freedom of Information Act Publication Scheme Policy

### Document Summary

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<b>Governing Committee:</b>	Audit & Risk Committee (ARC)
<b>Statutory or Optional policy:</b>	Statutory
<b>Appendices:</b>	One
<b>On Trust Website?</b>	Yes
<b>On School Websites?</b>	Yes

### Amendment History

Version	Amendment Date	Author	Amendment Summary
<b>v2.1</b>	11 <sup>th</sup> March 2020	Head of Business Operations	<ul style="list-style-type: none"> <li>New Trust document version system implemented.</li> <li>Annual Review of policy</li> <li>All references to The Trust amended to The Olympus Academy Trust</li> </ul>
<b>v2.1</b>	24 <sup>th</sup> June 2020		<ul style="list-style-type: none"> <li>Approved by Audit &amp; Risk Committee.</li> </ul>
<b>v2.1</b>	30 <sup>th</sup> June 2020		<ul style="list-style-type: none"> <li>Approved by the Olympus Board of Trustees.</li> </ul>
<b>v3.0</b>	30 <sup>th</sup> June 2020		<ul style="list-style-type: none"> <li>Procedure issued.</li> </ul>

## **1. Purpose of the Policy**

- 1.1 The Publication Scheme commits The Olympus Academy Trust (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 Olympus Academy Trust.

## **2. Consultation Process**

- 2.1 This Publication Scheme is approved by the Information Commissioner.

## **3. Publication Scheme**

- 3.1 This scheme commits The Olympus Academy Trust to:

- proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by The Olympus Academy Trust and falls within the classifications below;
- specify the information that is held by The Olympus Academy Trust and falls within the classifications below;
- proactively publish, or otherwise make available as a matter of routine, information in line with statements contained within this Scheme;
- produce and publish 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 Olympus Academy Trust makes available under this scheme;
- produce a schedule of fees charged for access to information which is made proactively available;
- make this Publication Scheme available to the public.

### **3.2 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 Olympus Academy 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 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.

### **3.3 The method by which information published under this scheme will be made available.**

The Olympus Academy Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained. See Appendix A.

Where it is within the capability of The Olympus Academy 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 Olympus Academy 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 Olympus Academy 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.

### **3.4 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 Olympus Academy 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 packing;
- 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.

### **3.5 Written Requests**

Information held by The Olympus Academy 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 FOIA).

The Olympus Academy Trust will reply to a written request under the FOIA within the legally prescribed limit of 20 working days, excluding non-school days. Where the 20th day to respond to a request is during a non-school day, The Olympus Academy Trust will have up to 60 days to respond. The response time starts from the time the request is received. Where The Olympus Academy Trust has asked the enquirer for more information in order to provide an answer, the 20 days start time begins when this further information has been received.

The request may be refused for the following reasons:

- the information is not held;
- the cost threshold is reached (£450);
- the request is considered vexatious or repeated;
- one or more of the exemptions apply.

The Olympus Academy Trust reserves the right to make a charge for providing a response. Where The Olympus Academy Trust has notified the enquirer that a charge is to be made, the time period stops until payment is received and then continues again once payment has been received.

If you require a paper version of any information, or want to ask whether information is available please contact The Olympus Academy Trust by telephone, email or letter. Contact details are set out below or you can visit the individual schools websites at:

<https://www.abbeywoodschool.com>

[www.bradleystokecs.org.uk](http://www.bradleystokecs.org.uk)

<https://www.callicroftprimary.org.uk>

<https://www.charboroughroadschool.co.uk>

<https://www.filtonhillprimary.co.uk>

<https://www.meadowbrookprimary.co.uk>

[www.patchwaycs.org.uk](http://www.patchwaycs.org.uk)

<https://www.stokelodgeschool.co.uk>

<https://www.winterbourneacademy.org.uk>

or The Olympus Academy Trust website at:

<https://www.olympustrust.co.uk>

You can contact us by email: [admin@olympustrust.co.uk](mailto:admin@olympustrust.co.uk)

or in writing to

The Olympus Academy Trust  
Bradley Stoke Community School  
Fiddlers Wood Lane  
Bradley Stoke  
Bristol  
BS32 8EH

*To help us process requests quickly, any correspondence should be clearly marked "Publication Scheme Request".*

#### **4. Monitoring and Evaluation**

4.1 The policy will be promoted and implemented throughout The Olympus Academy Trust. The Trustees will review this policy at least every two years and assess its implementation and effectiveness by:

- Ensuring that all staff are aware of this policy;
- Ensuring a log is kept of all written requests for information under this policy which is monitored by the Head of Business;
- Ensuring that The Olympus Academy Trust's websites are monitored for compliance annually and that a record is kept including notes of any amendments which is checked by the Head of Business Operations.

## Appendix A

# Guide to information available from The Olympus Academy Trust under the Publication Scheme

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do (Organisational information, structures, locations and contacts)</b>		
Master Funding Agreements and Supplemental Funding Agreements	Trust Website	No charge
Articles and Memorandum of Association	Trust Website	No charge
Academy Order	Hardcopy	No charge
School staff and structure – names of key personnel	Hardcopy	Chargeable
Trustees and governors – names and contact details of the governors and the basis of their appointment	Via Clerk to the Trustees - hardcopy	No charge
School session times, term dates and holidays	Website	No charge
Location and contact information – address, telephone number and website	Website or South Gloucestershire Council Department for Children, Adults and Health	No charge
Contact details for the Executive Headteacher, Headteacher and the Trustees	Via the Clerk to the Trustees	No charge
School Prospectus	Website/Hardcopy	No charge
GCSE and Post 16 results – a link to the data on the Department for Education's website	Website	No charge

Information to be published	How the information can be obtained	Charge
<b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual Accounts	Trust Website	No charge
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy	Chargeable
Additional funding – Income generation schemes and other sources of funding.	Hard copy	Chargeable
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.	Hard copy	Chargeable
Use of Pupil Premium Funding	School Website	No charge
Staffing structure	Hard copy	Chargeable
Pay policy – a statement of The Olympus Academy Trust’s policy on procedures regarding teachers’ pay.	Trust Website	Chargeable hardcopy for
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Trust Website	Chargeable hardcopy for



Information to be published	How the information can be obtained	Charge
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current information		
School profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>OFSTED report – summary and full report</li> </ul>	Hard copy  Website	Chargeable  No charge
Strategic Plan	Trust and School Website	Chargeable for hardcopy
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Trust Website	No charge

Information to be published	How the information can be obtained	Charge
<b>How we make decisions</b> (Decision making processes and records of decisions)		
Admissions policy - arrangements and procedures and right of appeal	School Website	No charge
Trustees and Governing body meeting dates	Hard copy	Chargeable
Minutes to Trustees' meetings NB this will exclude confidential items	Hard copy	Chargeable

Information to be published	How the information can be obtained	Charge
<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p><b>School policies including*:</b></p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety Policy</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>	<p>Website or hard copy</p>	<p>Chargeable for hard copy</p>
<p><b>Pupil and curriculum policies, including*:</b></p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>Website or hardcopy</p>	<p>Chargeable for hard copy</p>
<p><b>Records management and personal data policies</b></p> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	<p>Website or hardcopy</p>	<p>Chargeable for hard copy</p>

<p><b>Equality and diversity</b> (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff – details of vacancies should be included</li> </ul>	Website	No charge
<p><b>Charging regimes and policies</b> Charging policies including details of charges made for information routinely published.</p>	Website	Chargeable for hardcopy

Information to be published	How the information can be obtained	Charge
<p><b>Lists and Registers</b> Currently maintained lists and registers only (hard copy and/ or website; some information may only be available for inspection)</p>		
Curriculum circulars and statutory instruments	Hard copy	Chargeable
Asset register	Hard copy	Chargeable
Any information The Olympus Academy Trust is currently legally required to hold in publicly available registers. This does not include the attendance register	Hard copy	Chargeable

Information to be published	How the information can be obtained	Charge
<p><b>The services we offer</b>            (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only            (hard copy and/ or website; some information may only be available for inspection)</p>		
Extra-curricular activities	Website/newsletters/letters or hard copy	Chargeable for hard copy
School publications	Website or hard copy	No charge
Hire of facilities	Website or hard copy	No charge
Leaflets, booklets and newsletters	Website or hard copy	No charge

## Schedule of charges

Types of Charges	Description	Basis of Charge
Disbursement Cost	Printing/photocopying charges: Black and White – 4p per copy Colour – 6p per copy	Actual charge
	Postage – 2 <sup>nd</sup> class	
Statutory Fee		In accordance with the relevant legislation

<b>Policies, Procedures or Practices</b>	The Olympus Academy Trust Freedom of Information Act Publication Scheme	<b>Date</b>	
<b>EIA carried out by</b>		<b>EIA approved by</b>	Audit & Risk Committee (ARC)

**Groups that may be affected:**

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)	Any allegation under the Equalities Act 2010 which proceeds to a formal stage the panel make up will be considered to reflect The Olympus Academy Trust's Equality, Diversity and Inclusion strategy.	
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).	Any allegation under the Equalities Act 2010 which proceeds to a formal stage the panel make up will be considered to reflect The Olympus Academy Trust's Equality, Diversity and Inclusion strategy. Consideration to be given for any disability during any stage of the disciplinary process such as; reading support, occupational health	
Gender Reassignment (transsexual)	Any allegation under the Equalities Act 2010 which proceeds to a formal stage the panel make up will be considered to reflect The Olympus Academy Trust's Equality, Diversity and Inclusion strategy.	

Marriage and civil partnership	Any allegation under the Equalities Act 2010 which proceeds to a formal stage the panel make up will be considered to reflect The Olympus Academy Trust's Equality, Diversity and Inclusion strategy.	
Pregnancy and maternity	Any allegation under the Equalities Act 2010 which proceeds to a formal stage the panel make up will be considered to reflect The Olympus Academy Trust's Equality, Diversity and Inclusion strategy.	
Racial Groups (consider: language, culture, ethnicity including gypsy/ traveller groups and asylum seekers)	Any allegation under the Equalities Act 2010 which proceeds to a formal stage the panel make up will be considered to reflect The Olympus Academy Trust's Equality, Diversity and Inclusion strategy.	
Religion or belief (practices of worship, religious or cultural observance, including non-belief)	Any allegation under the Equalities Act 2010 which proceeds to a formal stage the panel make up will be considered to reflect The Olympus Academy Trust's Equality, Diversity and Inclusion strategy.	
Gender (male, female)	Any allegation under the Equalities Act 2010 which proceeds to a formal stage the panel make up will be considered to reflect The Olympus Academy Trust's Equality, Diversity and Inclusion strategy.	
Sexual orientation (gay, lesbian, bisexual; actual or perceived)	Any allegation under the Equalities Act 2010 which proceeds to a formal stage the panel make up will be considered to reflect The Olympus Academy Trust's Equality, Diversity and Inclusion strategy.	