



# ESPRIT Freedom of Information Policy

**Full Governing Body agree to adopt this policy September 2018 and agree next review date of July 2019.**



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## 1. Introduction

This is the ESPRIT Multi Academy Trust Publication Scheme on information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

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 Trusts, 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
- Whether the information is available free of charge or on payment
- The manner in which the information will be published

The scheme covers information already published and information which is to be published in the future. Some information which we hold may not be made public, for example personal information.

## 2. 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'. The classes of information that we undertake to make available are organised into four broad topic areas:

- Who we are and what we do – organisational information, location and contacts, constitutional and legal governance
- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- Curriculum - information about policies that relate to pupils and the academy curriculum
- School Policies and other information related to the school (i.e. Academy Handbook) - information about policies that relate to the school in general

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. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Academy by telephone, email, or letter. Contact details are set out below or you can visit our website at [www.espritmat.org](http://www.espritmat.org) **Email:** [enquire@espritmat.org](mailto:enquire@espritmat.org)

**Telephone:** 01782 234379

**Contact Address:** Esprit Multi Academy Trust, Northwood Broom Academy, Keelings Road, Stoke on Trent, ST1 6QA

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

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

#### 4. Paying for Information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have the internet, you can access our website through free Wi-Fi in public areas or a public library. Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

#### 5. Information currently published

Item	Description
School Profile and other information relating to the governing body	The contents of the School Profile are as follows: list information included in the school profile e.g. performance data summary of Ofsted report school’s intentions for the future, etc.
Instrument of Government	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of the Trust</li> </ul>
Minutes <sup>1</sup> of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]</p> <p><sup>1</sup>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</p>

Academy Home School Agreement Policy	Statement of the Trusts' successful partnership between the Academy, the parents and the pupils to help each pupil to take full advantage of all that the school has to offer.
Accessibility Plan	Plan for pupils with disabilities
Admissions Policy	Details information on the admissions process for Academies within the Trust
Positive Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Trust to prevent bullying.
Confidentiality Reporting	Details of the Trusts' whistleblowing process
Complaints Procedure	Statement of procedures for dealing with complaints.
Data Protection Policy	This policy complies with the principles that are set out in the general data Protection Regulation (GDPR). It is to ensure that the Trust and all staff who process or use any personal information follow these principles at all times.
Educational Visits Policy	Sets out guidelines that support the planning and implementation of educational visits organised by Academies within the Trust
Equality Diversity	Equality, Diversity and Cohesion Policy that provides a framework to promote equality, promote positive attitudes and good relations between diverse backgrounds.
E-Safety	This policy is a statement of the aims, principles, strategies and procedures for e-safety throughout the Esprit Multi Academy Trust
Financial Regulations Policy	Regulations set out how the academy maintains and develops systems of financial control, which conform to the requirements both of propriety and of good financial management.
First Aid and Medical Care Policy	This policy provides the basis for ensuring that children with medical needs receive proper care and support in the academies, and that for such children attendance is as regular as possible.
Freedom of Information Policy	This is the School Publication Scheme on information available under the Freedom of Information Act 2000.
Health and Safety Policy	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.

Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school.
Safeguarding and Child Protection Policy	A policy that recognises of the school's legal and moral duty to promote the well-being of children, in line with Section 175 of the Education Act 2002.
School session times and term dates	Details of school session and dates of school terms and holidays.
PSHE including SRE and Drug Education	Statement of policy with regard to sex and relationship education.
Special Education Needs Policy	Information about the Trusts' policy on providing for pupils with special educational needs and information report