

**SOUTH LINCOLNSHIRE ACADEMIES TRUST
(SLAT)**

**Freedom of Information
Policy**

Aspire - Challenge – Achieve

Author	SLT Line Link	Date Approved
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Policy Type	Date of Next Review	Approved By
Trust Wide	April 2023	Executive Headteacher



**South Lincolnshire
Academies Trust**

FREEDOM OF INFORMATION

RATIONALE

This policy conforms to the model publication scheme which has been prepared and approved by the Information Commissioner. The publication scheme commits the Academy to make information available to the public as part of its normal business activities. It covers the classes of information mentioned below and where this information is held.

Principles

The Trust Commit :-

- To proactively publish or otherwise make available as a matter of routine, information which is held by the Trust and falls into the categories listed below.
- To specify the information which is held by the Trust 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 the scheme
- To produce and publish the methods by which the specific information is 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 then authority makes available to the scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make the publication scheme available to the public.
- To publish any dataset held by the Trust that has been requested, and any updated versions it holds, if required to do so.

Web site address- South Lincolnshire Academies Trust – www.SLAT.org.uk
Bourne Academy – www.bourneaqcademy.org.uk
Spalding Academy – www.spaldingacademy.org.uk

Information to be published.	How the information can be obtained
<p>Class 1 - Who we are and what we do Organisational information, structures, locations and contacts. This will be current information only.</p>	
<p>Who's who in the school</p>	<p>Electronic – school web site</p> <p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>Electronic – SLAT web site</p> <p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>Instrument of Government / Articles of Association</p>	<p>Electronic – SLAT web site</p> <p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p>	<p>Electronic – SLAT web site</p> <p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>School prospectus</p>	<p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>ice@School session times and term dates</p>	<p>Electronic – School web site</p> <p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>Address of school and contact details, including email address.</p>	<p>Electronic – School web site</p> <p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	
<p>Current financial year</p> <p>Previous financial year</p>	<p>On request from reception or via email using the email address on the relevant school website. (can be provided electronic or hardcopy)</p> <p>Electronic – SLAT web site</p> <p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>Financial audit reports</p>	<p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>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).</p>	<p>On request from reception or via email using the email address on the relevant school website. (can be provided electronic or hardcopy)</p>
<p>Pay policy</p>	<p>On request from reception or via email using the email address on the relevant school website. (can be provided electronic or hardcopy)</p>
<p>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.</p>	<p>In financial accounts – see above</p>
<p>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.</p>	<p>In financial accounts – see</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>In financial accounts</p>

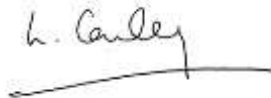
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
<p>School Development Plan</p>	<p>On request from reception or via email using the email address on the relevant school website. (can be provided electronic or hardcopy)</p>
<p>Appraisal Policy and procedures adopted by the governing body.</p>	<p>On request from reception or via email using the email address on the relevant school website. (can be provided electronic or hardcopy)</p>
<p>The school's future plans; School Development Plan</p>	<p>On request from reception or via email using the email address on the relevant school website. (can be provided electronic or hardcopy)</p>
<p>Safeguarding and child protection Policy</p>	<p>Electronic – SLAT web site Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	
<p>Current and previous three years as a minimum – Governance documents that are available for general viewing.</p>	<p>On request from reception or via email using the email address on the relevant school website. (can be provided electronic or hardcopy)</p>
<p>Admissions Policy</p>	<p>Electronic – SLAT web site Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>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).</p>	<p>On request from reception or via email using the email address on the relevant school website. (can be provided electronic or hardcopy)</p>

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	
<p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests.</p>	<p>Electronic – SLAT web site</p> <p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>GDPR Policy which includes records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security • Records retention, destruction and archive 	<p>Electronic – SLAT web site</p> <p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>Charging and Admissions Policy – Any charges for learning outside the class room, activities outside of school hours, peripatetic music lessons, materials including ingredients for DT, acts of vandalism or negligence and examinations fees.,</p>	<p>Electronic – SLAT web site</p> <p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>Class 6 – Lists and Registers</p>	
<p>Disclosure logs – Covered by GDPR. Only released to individuals or their representative if it concerns.</p>	
<p>Asset register</p>	<p>On request from reception or via email using the email address on the relevant school website. (can be provided electronic or hardcopy)</p>
<p>Any information the school is currently legally required to hold in publicly available registers and requested to provide</p>	<p>On request from reception or via email using the email address on the relevant school website. (can be provided electronic or hardcopy)</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	
<p>Extra-curricular activities</p>	<p>Electronic – School web site</p> <p>Hard copy – on request from reception or via email using the email address on the relevant school website.</p>
<p>Out of school clubs</p>	<p>Electronic – School web site</p>

	Hard copy – on request from reception or via email using the email address on the relevant school website.
Services for which the school is entitled to recover a fee, together with those fees – See Charging and remissions Policy above	See Charging and remissions Policy above
School publications, leaflets, books and newsletters	Electronic – School web site Hard copy – on request from reception or via email using the email address on the relevant school website.

Costs – All information that is provided electronically will be free of charge. Hard copies will be charged at 10 pence per sheet plus postage.

Approved



Date _____

Mrs L Conley - Executive Headteacher