



POLICY FOR FREEDOM OF INFORMATION

**Presented to Trustees
4 April 2017**

Date approved: ¹	4 April 2017
Date reviewed: ²	19 May 2015 Personnel Committee
Date of next review: ³	May 2018

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus two years

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

FREEDOM OF INFORMATION ACT

1.0 INTRODUCTION

- 1.1 One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including academy schools, should be clear and proactive about the information they make public. To achieve this we will produce a publication scheme, setting out:
- 1.1.1. The classes of information which we publish or intend to publish;
 - 1.1.2. The manner in which the information will be published; and
 - 1.1.3. Whether the information is available free of charge or on payment.

2.0 SCOPE

- 2.1 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available on the College website to download and print and available in paper form (shown below). Some information which we hold may not be made public, for example some personal information and information received from other agencies such as social services.
- 2.2 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner and the Trust Board is responsible for the maintenance of the scheme.
- 2.3 The Trust Board (or responsible committee) will review this policy in line with the procedure for policy review.

3.0 MONITORING AND REVIEW OF THE POLICY

- 3.1 The Trust Board (or responsible committee) will review this policy in line with the procedure for policy review.
- 3.2 Date for Review;
If no other reason for review (see policy review procedure) this policy will be reviewed in May 2018.

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust