



Salterns Academy Trust

**Freedom of Information  
Publication Scheme**

**Document Control**

**Review period** – 3 years or sooner if legislative changes require amendments

**Document Author:** The Chief Operating Officer (COO)

<b>Updated</b>	<b>By</b>	<b>Approved By</b>	<b>Approved Date</b>
November 2022	COO	Trust Board	December 2022
Major revision and update to replace previous version			

Salterns Academy Trust (the “Trust”) and its academies are committed to making information about its operation and organisation generally available to the public, either through published documents (including those published on the Trust’s and its academies’ websites), or upon request.

In accordance with the Freedom of Information Act 2000, the Trust is required to have an approved Publication Scheme. The Trust has adopted the Model Publication Scheme prepared and approved by the Information Commissioner, see **Appendix 1**.

The Model Publication Scheme may be adopted without modification by any public authority without further approval and will be valid until further notice.

In addition to the Model Publication Scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the Scheme. This information can be found in the Schedule of Available Information, see **Appendix 2**.

## **HOW TO ACCESS INFORMATION**

The Trust will make available the information it holds whether or not listed in the Publication Scheme unless the information is identified as not being available under one of the exemptions provided for by the legislation.

Requests for information must be made in writing, by email or letter, to the Trust’s Chief Operating Officer, and should include the enquirers name and correspondence address, and state what information is required:

By email: [rparr@salternstrust.co.uk](mailto:rparr@salternstrust.co.uk)

By letter: Chief Operating Officer  
Salterns Academy Trust  
Admiral Lord Nelson School  
Dundas Lane  
Portsmouth  
PO3 5XT

## **COMPLAINTS**

If you are unhappy with the response you receive to your request, you should contact the Trust by email or letter at the address given above.

If you are unhappy with the response to your complaint, you may ask the Trust to carry out an internal review by writing to the Chair of the Board of Trustees at the address given above. Your complaint or request for an internal review should be made within 40 days of the receipt of the original response and the Trust will reply within 20 working days of receipt.

If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Information Commissioners Office. Their contact

information can be found on their website: <http://www.ico.org.uk>

**FURTHER INFORMATION.**

More information about the Freedom of Information Act is available on the Information Commissioner's Office website at: <http://www.ico.org.uk>.

## **APPENDIX 1: PUBLICATION SCHEME**

This Publication Scheme commits the 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 set out below, where this information is held by the Trust and its academies. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Scheme commits the Trust and its academies:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and its academies and falls within the classifications below.
- To specify the information which is held by the Trust and its academies 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 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 and its academies makes available under this Scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this Publication Scheme available to the public.

### **The Information we provide falls into the following categories: CLASS 1 - Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **CLASS 2 - What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **CLASS 3 - What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **CLASS 4 - How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **CLASS 5 - Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **CLASS - 6 Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the Trust and its academies.

### **CLASS 7 - The services we offer.**

Information about the services the Trust and its academies provide including leaflets, guidance, and newsletters.

**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.

**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 how it can be obtained.

Where it is within the capability of the Trust and its academies, information will be provided on one or more websites. 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 Trust and its academies will indicate how information can be obtained by other means and provide it by those means - see **Appendix 2** Schedule of Available Information.

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 Trust and its academies are legally required to translate any information, this will be done.

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.

**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 and its academies 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 free of charge if accessed from the website.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred (see below) 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 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.

**Written Requests**

Information held by the Trust and its academies 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.

**APPENDIX 2 – Schedule of Information available from the Trust and its academies under the Publication Scheme.**

<b>CLASS 1 - WHO WE ARE AND WHAT WE DO</b>	<b>Available from</b>	<b>Charge</b>
Multi-Academy Trust Funding Agreement	Trust website	Free
Memorandum and Articles of Association of Trust	Trust website	Free
Details of the Directors of the Trust and their experience.	Trust website	Free
The name of the Chair of the Board of Directors and contact details.	Trust website	Free
Names of key personnel in the Trust, including the Chief Executive	Trust website	Free
The name of the Chair of the Local Governing Body of each School and his/her contact details.	School websites	Free
A list of Governors on each School Local Governing Body	School websites	Free
Names of key personnel in each School	School websites	Free
The Trust Values and Ethos Statement	Trust website	Free
School session times, term dates and holidays	School websites	Free
Locations, contact information, addresses, telephone numbers and email addresses	Trust & School websites	Free
School Prospectus	School websites	Free
Results – including Ofsted reports	School websites	Free
The remit and terms of reference of the Board and its committees (Scheme of Delegation)	Trust website	Free
A list of governors that have served on Local Governing Bodies and Directors that have served on the Board in the last academic year and their declared interests	Trust website & School websites	Free
The attendance records of directors at Board meetings in the last academic year	Trust website in the Annual Report & Financial Statements	Free
The attendance records of governors at Local Governing Body meetings in the last academic year	School websites	Free
<b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b>	<b>Available from</b>	<b>Charge</b>
Trust Annual Report and Financial Statements – containing details of various funding and income streams,	Trust website	Free



expenditure types and audit reports		
The amount of pupil premium the Trust receives for each School and how it is spent	School websites	Free
The amount of Year 7 Literacy and Numeracy Catch-up the Trust receives for each secondary School	School websites	Free
The amount of Primary PE/Sport funding the Trust receives for each primary School	School websites	Free
The Trusts' employees pay policy	Upon request	Charge
<b>CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>	<b>Available from</b>	<b>Charge</b>
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data.</li> <li>• OFSTED report – summary and full report.</li> </ul>	Links from School websites	Free
Performance management policy and procedures	Upon request	Charge
Any major proposals on safeguarding and promoting the welfare of children	Upon request	Charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children	School websites	Free
<b>CLASS 4 – HOW WE MAKE DECISIONS</b>	<b>Available from</b>	<b>Charge</b>
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria	School websites	Free
Details of the number of applications, number of places offered and appeals for places at each School	Upon request	Charge
Individual School Local Governing Body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded	Upon request	Free

<b>CLASS 5 – OUR POLICIES AND PROCEDURES – CURRENT INFORMATION ONLY</b>	<b>Available from</b>	<b>Charge</b>
Please see the Trust and individual School websites for a full list of all current policies	Trust and School websites	Free
<b>CLASS 6 – LISTS AND REGISTERS- CURRENT INFORMATION ONLY</b>	<b>Available from</b>	<b>Charge</b>
Curriculum circulars and statutory instruments	DFE website or Upon request	Charge
Any information the Trust is legally required to hold in publicly available registers.	For inspection upon request	Free
<b>CLASS 7 – THE SERVICES WE OFFER</b>	<b>Available from</b>	<b>Charge</b>
Extra-curricular activities.	School websites	Free
Out of School clubs.	School websites	Free
School publications and newsletters.	School websites	Free
School leaflets, booklets, and magazines.	School websites	Free
Services for which the school is entitled to recover a fee, together with those fees e.g., hiring of School facilities.	School websites	Free

### **Schedule of Charges**

Where it is indicated that a charge will be made for information the following will apply:

- Photocopying/printing  
The Actual cost incurred by the Trust based on 6p per sheet (black and white) & at 12p per sheet (colour)
- Postage  
Actual cost of Royal Mail standard 2nd class
- Statutory Fee  
In accordance with the relevant legislation
- Other (viewing etc)  
Actual costs incurred