

ILLUMINATE MINDS TRUST

FREEDOM OF INFORMATION SCHEME POLICY



Reviewed:
Next Review:

Summer Term 2023
Summer Term 2026

Freedom of Information Act Publication Scheme

1. INTRODUCTION: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

This publication scheme commits Illuminate MindsTrust 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 Academy.

The scheme commits Illuminate MindsTrust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.

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 authority.

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

The Academy 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 a public authority, 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, a public authority 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 an authority 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.

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 Academy 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 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.

5. **Written Requests**

Information held by Illuminate MindsTrust 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.

6. **Contact Details**

If you require a paper version of any information, or want to ask whether information is available please contact the Academy by email or letter. Contact details are set out below or you can visit the Academy website <https://www.illuminateminds.org/>

Telephone: 0208 303 6556

Email: officeadmin@illuminateminds.org

Address: Illuminate MindsTrust, Pelham Primary School, Pelham Road, Bexleyheath, Kent DA7 4HL

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

7. **Review**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy.

Summer 2019

To be reviewed Summer 2021

Freedom of Information

Guide to information available from Illuminate MindsTrust under the publication scheme

Information to be published	How the information can be obtained (hard copy and/ or website)	Charge
<p>Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website	No charge
Academy Order (if applicable)	Via Main office	Schedule of Charges
School staff and structure – names of key personnel	Via Main Office	Schedule of Charges
Governing body – names and contact details of the governors and the basis of their appointment	Via website	No charge
School session times, term dates and holidays	Website – prospectus	No charge
Location and contact information – address, telephone number and website	Website	No charge
Contact details for the Principal and the Governing Body	Website	No charge
School Prospectus	Website	No charge

School Session times and term dates	Website	No charge
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Information to be published	How the information can be obtained	Charge
<p>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>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	Website	No charge
Financial statements	Website	No charge
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Website	No charge
Additional funding – Income generation schemes and other sources of funding.	Website	No charge
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.	Via main office	Schedule of Charges
Staffing and grading structure	Via main office	Schedule of Charges
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Via main office	Schedule of Charges
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Website	No charge

Information to be published	How the information can be obtained	Charge
<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>		
School profile <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	Website	No charge
Performance management information	Via main office	Schedule of Charges
Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.	Via main office	Schedule of Charges
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website	No charge

Information to be published	How the information can be obtained	Charge
<p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website	No charge
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Main office	Schedule of Charges

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	<p>Via email Hard copy</p>	<p>No charge Schedule of Charges</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility 	<p>Via email Hard copy</p>	<p>No charge Schedule of Charges</p>

<ul style="list-style-type: none"> • Race equality • Collective worship • Careers education • Pupil discipline 		
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies 	<p>Via email Hard copy</p>	<p>No charge Schedule of Charges</p>
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff – details of vacancies should be included 	<p>Via email</p>	<p>No charge</p>
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>		

Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure logs	Hard copy	Schedule of charges
Asset register	Hard copy	Schedule of charges
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy	Schedule of charges

Information to be published	How the information can be	Charge
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	obtained	
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Extra-curricular activities	Website	No charge
Out of school clubs	Website	No charge
School publications	Website	No charge
Services for which the Academy is entitled to recover a fee, together with those fees	Website	No charge
Leaflets, booklets and newsletters	Website	No charge

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @3p per sheet (black and white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation