

Freedom of Information Publication Scheme

History of document: To be reviewed annually and re-approved every three years, or sooner if deemed necessary.

Version	Author	Date written	Approved by Board	Note of Revisions
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V2	J Goodwin	17 Jul. 2020	24 Nov. 2020	<p>Inclusion of "Information to be published" appendix</p> <p><i>Reviewed against ICO model document</i></p> <p>Branding updated, and contents page added.</p>

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1. Background – Freedom of Information Act

The Trust has produced a Publication Scheme of information that is available under the Freedom of Information Act 2000 and it conforms to the model scheme for schools and academies approved by the Information Commissioner. The Trust Board has responsibility for ensuring that the Trust and its schools comply with the Act.

This 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 mentioned below, where this information is held by the organisation. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the ICO.

This Publication Scheme is based on the [ICO model scheme](#) that all public authorities must use.

In order to comply with the requirements of the Act, this publication scheme covers the Trust’s commitment on the following points:

- to proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications shown below;
- to specify the information that is held by the Trust and falls within the classifications shown 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 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;
- to publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the Trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only

owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term “dataset” is defined in section 11(5) of the Freedom of Information Act. The term “relevant copyright work” is defined in section 19(8).

2. Classes of information

The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website www.yorkshirecauseway.com, individual Trust school’s websites or in hard copy from each individual school and is categorised in ‘Classes’ as outlined in this Scheme.

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 schools.

Class 7 - 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 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, 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, the Trust 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 the Trust 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 Trust 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	For documents on the website which are readily available	Free of charge if downloaded and printed by the applicant
	Photocopying/printing @ £0.04p per sheet (black & white)	Actual cost

	Photocopying/printing @ £0.10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

5. Written requests

Information held by the Trust 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

In the first instance you are invited to visit the Trust website: www.yorkshirecauseway.co.uk for information about the Trust and links to each of our schools.

If you require a paper version of any information, or want to ask whether information is available, please contact the Trust using the following contact details in respect of the Trust itself or any of its individual schools:

Email: admin@yorkshirecauseway.co.uk
Tel: 01423 885814

Address: Yorkshire Causeway Schools Trust
c/o St Aidan's C of E High School
Oatlands Drive
Harrogate
North Yorkshire
HG2 8JR

To help us process your request quickly, please clearly mark your request "Publication Scheme Request".

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Yorkshire Causeway Schools Trust using the contact details above.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made or need any further information or assistance, please visit the Information Commissioner's Office website or contact them on:-

Enquiry/Information Line: 01625 545 745 / 0303 123 1113
E Mail: please use the online enquiry form on the website
Website : www.ico.org.uk

APPENDIX 1 – GUIDE TO INFORMATION AVAILABLE UNDER THE FOI PUBLICATION SCHEME

Information to be published This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained (hard copy and/or website)	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who’s who in the Multi Academy Trust	YCST website	N/A
Who’s who on the Trust Board and the basis of their appointment	YCST website	N/A
Articles of Association	YCST website	N/A
Contact details for the Executive Headteacher and members of the Trust Board	YCST website	N/A
Individual School’s Prospectus and Curriculum	School website	N/A
Annual Report and Accounts	YCST website	N/A
Who’s who on Local Governing Board and the basis of their appointment	School website	N/A
Staffing structure	YCST/ school website	N/A
School session times and term dates	School website	N/A
Address of school and contact details, including email address.	School website	N/A
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) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard Copy	See charges
Capital funding	Hard Copy	See charges
Financial audit reports	Hard Copy	See charges
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	See charges

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).	Hard Copy	See charges
Pay policy	Hard Copy	See charges
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.	Hard Copy	See charges
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.	Hard Copy	See charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	See charges
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile (if any): <ul style="list-style-type: none"> • Performance data supplied to the Government, or a direct link to the data • The latest Ofsted inspection report <ul style="list-style-type: none"> - Summary - Full report 	School website	N/A
Performance management policy and procedures adopted by the governing body.	Hard Copy	See charges
The Trust's future development plans; for example, proposals for and any consultation on the future of the Trust, such as a change in status	Hard Copy	See charges
Safeguarding and child protection	Website	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	N/A
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).	Hard Copy	See charges
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		

<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 Department for Education. These will include policies and procedures for handling information requests.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Website	See charges
Equality and Diversity, including policies, schemes, statements, procedures and guidelines relating to equal opportunities	Website	See Charges
Policies and procedures for the recruitment of staff - If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available	Website	See Charges
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	Website	See charges
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>		
Curriculum circulars and statutory instruments	Hard Copy	See charges
Disclosure logs	Hard Copy	See charges
Asset register	Hard Copy	See charges
Any information the school is currently legally required to hold in publicly available registers	Hard Copy	See charges
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>		
Extra-curricular activities	Website	See charges
Out of school clubs	Website	See charges
Services for which the school is entitled to recover a fee, together with those fees	Website	See charges
School publications, leaflets, books and newsletters		