



Freedom of Information Publication Scheme

Key Document Details

School Name:	The White Horse Federation – All Schools		
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1. Introduction

1.1. Purpose

This publication scheme was developed to ensure all schools are as transparent as possible when it comes to the publication of information. Most of the information listed below is published routinely on the schools' website and in their individual prospectuses.

1.2. Aim

The aims of this scheme are:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by The White Horse Federation (TWHF) and falls within the classification below.
- To specify the information that is held by TWHF 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 easily be identified and accessed by members of the public.
- To review and update on a regular basis the information TWHF makes available under this scheme.
- To produce a schedule of fees charged for access to information that is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 Model publication scheme Model publication scheme Version 1.2 20151023 2 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) of that Act.

The publication scheme and the material it covers will be readily available to download on relevant school websites This scheme conforms to the model scheme for Academies approved by the Information Commissioner's Office.

Who it applies to?

This policy applies to all schools across the federation.

2. Scheme details

Dealing with Requests

All requests will be responded to in accordance with TWHF's Freedom of Information Procedure detailed in the General Data Protection Regulations (GDPR) Policy.

Exemptions

Certain information is subject to either absolute or qualified exemptions. When we wish to apply a qualified exemption to a request, we will invoke public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information.

TWHF will maintain a register of requests where we have refused to supply information and the reasons for the refusal. Information will be retained for 3 years.

Public Interest Test

Unless it is in the public interest to withhold information, it must be released. TWHF will apply the Public Interest Test before any qualified exemptions are applied.

Classes of Information available:

- **Who we are and what we do** — Organisational information, prospectus, locations and contacts, constitutional and legal governance, instrument of government.
- **What we spend and how we spend it** — Financial information about income and expenditure, financial audit, funding agreements, procurement, tendering and contracts. (Current and previous two years as a minimum).
- **What our priorities are & how we are doing it** — Strategies and plans, performance indicators, audits, inspections.
- **How we make decisions** — Decision making processes and records of decisions, internal criteria and procedures.
- **Our policies and procedures**— Current written protocols, policies and procedures for delivering our services and responsibilities.
- **Lists and Registers** — Information held in currently maintained lists, required by law and other lists and registers relating to the function of TWHF.

The classes of information will not generally include:

- The services we offer — Advice and guidance, booklets and leaflets, transactions and media.
- 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.

Method by which information under the scheme is made available

TWHF 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 TWHF information will be provided on our website.

Where it is impracticable to make information available on our website or when an individual does not wish to access the information by this method, TWHF 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 and 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 TWHF 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.

Charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Information published on our websites is free, although you may incur costs from your Internet service provider. Charges made by TWHF for routinely published material will be justified and transparent and kept to a minimum.

Charges may be made for actual disbursements such as large amounts of photocopying/printing or large postage charges. This also applies to priced items such as some printed publications or videos. We will let you know the cost before the information is provided. We reserve the right to refuse to supply information where the cost of doing so exceeds the current statutory maximum of £450.

Schedule of charges

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying/Printing @ 5p per sheet colour, 2p per sheet mono	Actual cost 5p colour, 2p mono
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 nd class

- Where the cost of postage, printing or photocopying is below £10.00, we will not make a charge.
- Where it is over £10.00, the first £10.00 will be free of charge, after that we will charge the full estimated cost of postage and copying.
- Before we produce the information, we shall inform you of the total cost. You may wish to refine the request in order to reduce the cost and we would be happy to discuss this with you.

Written Requests

Information held by TWHF 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. The Act provides you with a right of access to the information we hold, subject to certain exemptions. EIRs separately provide a right of access to the environmental information we hold, while the General Data Protection Regulations provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Contact Details

We welcome comments and suggestions you may have about the scheme. If you want to make any comments about the publication scheme or if you require further assistance or wish to make a complaint this should be emailed to: foi@twhf.org.uk

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 then this should be addressed to:
CEO – The White Horse Federation, via the school office. Please mark them as Private and Confidential.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Monitoring, Evaluation and Review

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

3. Guide to information available under the publication scheme

Class 1 - Who we are and what we do (Organisational information, prospectus, locations and contacts, constitutional and legal governance, instrument of government)		
Information to be published	How the information can be obtained	Charge
Board of Trustees & Leadership	TWHF Website	No Charge
Local Governing Body members	Website for School	No Charge
Term dates and holidays	Website for School	No Charge
School Information and Prospectus	Website for School	No Charge
School Staffing and Leadership	Website for School	No Charge
Contact details key Trust staff	TWHF Website	No Charge
Instrument of government - funding agreements	DfE Website	No Charge

Class 2- What we spend and how we spend it (Financial information about income and expenditure, financial audit, funding agreements, procurement, tendering and contracts-current and previous two years as a minimum)		
Information to be published	How the information can be obtained	Charge
Statutory accounts	TWHF Website	No Charge
Value for money statement	TWHF Website	No Charge
Pay policy	Contact foi@twhf.org.uk for details. Hard Copy	Schedule of charges
Purchasing and tendering policy	Policies and Procedures - Contact foi@twhf.org.uk for details. Hard Copy	Schedule of charges
Capital funding - details of funding allocated to schools	Contact foi@twhf.org.uk for details. Hard Copy	Schedule of charges
Annual budget plan and financial statements	Contact foi@twhf.org.uk for details.	Schedule of charges
Staff grading and structure	Contact foi@twhf.org.uk for details. Hard Copy	Schedule of charges
Trustee and governors' allowances	Contact foi@twhf.org.uk for details. Hard Copy	Schedule of charges

Class 3 - What our priorities are & how we are doing it (Strategies and plans, performance indicators, audits, inspections)		
Information to be published	How the information can be obtained	Charge
Trustee Board meeting minutes	Contact foi@twhf.org.uk for details.	Schedule of charges
School Governing Body minutes	Contact School for details	Schedule of charges
School and Trust profiles <ul style="list-style-type: none"> - Ofsted reports - Performance tables and results 	Trust & School Websites	No Charge
Safeguarding policies and procedures	School Website	No Charge

Class 4 - How we make decisions (Decision making processes and records of decisions, internal criteria and procedures)		
Information to be published	How the information can be obtained	Charge
Admissions policy and decisions (not individual decisions)	School Websites	No charge
Trust Board meeting agendas and minutes— (this will exclude information that is properly regarded as private to the meeting)	Contact foi@twhf.org.uk for details	Schedule of charges

Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Information to be published	How the information can be obtained	Charge
Policies across Schools and Trust	Websites	No charge

Class 6 - Lists and Registers (Information held in currently maintained lists, required by law and other lists and registers relating to the function of TWHF)		
Information to be published	How the information can be obtained	Charge
Business interest register	Contact foi@twhf.org.uk for details	Schedule of charges
Disclosure logs	Contact foi@twhf.org.uk for details	Schedule of charges
Any information we are currently legally required to hold in publicly available registers	Contact foi@twhf.org.uk for details	Schedule of charges

Class 7 - The services we offer (Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered)		
Information to be published	How the information can be obtained	Charge
Extra-curricular activities— out of school clubs	Individual school website	No charge
Services for which the schools or federation is entitled to recover a fee, together with	Individual school website	No charge
Leaflets, booklets, and newsletters	Individual school website	No charge