



## Freedom of Information Policy

<b>Approved by:</b>	Board of Trustees	<b>Date:</b> December 2020
<b>Last reviewed on:</b>	September 2018	
<b>Next review due by:</b>	December 2022	
<b>Monitoring &amp; Review</b>	Board of Trustees; Local Governing Bodies	
<b>Links</b>	<a href="#">ICO's model publication scheme</a> <a href="#">Department for Education's guidance on what academies, free schools and colleges should publish online</a>	
<b>Staff responsible</b>	Trust Lead for Data, Insight and Analysis; Director of Estates and Facilities; Principals	

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## **1. Aims**

Summit Learning Trust is committed to its duties in the Freedom of Information Act 2000 (“the Act”).

This policy sets out how we will uphold those duties, by proactively publishing – or otherwise making available as a matter of routine – the information set out in section four of this policy.

## **2. About this policy**

This policy adopts the model publication scheme from the Information Commissioner.

## **3. Roles and responsibilities**

### **3.1 Board of Trustees**

The Board of Trustees has overall responsibility for ensuring the Trust complies with all relevant obligations to which it is subject under the Act.

### **3.2 Local Governing Bodies**

Local Governing Bodies may scrutinise their Academy’s compliance with this policy, and with the Act and any associated guidance more broadly.

### **3.3 Summit Learning Trust**

Summit Learning Trust is responsible for:

- advising and supporting Academies to meet their obligations under the Act;
- ensuring a consistent approach to freedom of information across the Trust; and
- maintaining records of any requests for information made under the Act.

### **3.4 Principals**

Principals are responsible for:

- providing day-to-day leadership on issues regarding freedom of information within their Academy; and
- appointing a staff member to act as the Operational Lead on issues about freedom of information within their Academy, and ensuring they fulfil their duties (see section 3.5).

### **3.5 Operational Leads**

Operational Leads are responsible for:

- acting as the Academy’s main contact with Summit Learning Trust on issues about freedom of information;
- ensuring their Academy publishes – or otherwise makes available as a matter of routine – the information set out in section four of this policy;
- notifying Summit Learning Trust about any information requests they receive under the Act; and
- responding to information requests which relate to their own Academy exclusively.

### 3.6 All Staff

All staff are responsible for:

- maintaining a broad awareness of the basic principles behind the Act;
- ensuring they can signpost people to find out more about how they can access information under the Act;
- cooperating with any reasonable request for involvement in responding to a request made under the Act; and
- notifying their Operational Lead or Summit Learning Trust if they:
  - have any questions about the operation of this policy;
  - have any concerns that this policy is not being followed; or
  - receive a request from an individual to exercise their rights under the Act.

## 4. Categories of information we publish

Who we are and what we do		
Item	Description	Publication Method
Funding Agreement	Documents about the Trust's creation, including our Funding Agreement and Articles of Association <a href="#">[DfE]</a>	Website
Governance Structure	Information about the Trust's governance structure <a href="#">[DfE]</a>	Website
Trustees' Information and Duties	Information about our Trustees and their responsibilities <a href="#">[DfE]</a>	Website
Values and Ethos	A statement on the Trust's values and ethos <a href="#">[DfE]</a>	Website
Anti-Slavery Statement	A statement on anti-slavery and human trafficking	Website
Locations and Contact Details	Information about where we are based, some key staff and how we can be contacted <a href="#">[DfE]</a>	Website
Prospectus and Curriculum	Details about our curriculum, schemes of work and syllabuses currently used <a href="#">[DfE]</a> <a href="#">[ICO]</a>	Website
Session Times and Term Dates	Details about our session times and term dates <a href="#">[ICO]</a>	Website

What we spend and how we spend it		
Item	Description	Publication Method
Financial Statements	Details on our income and expenditure <a href="#">[ICO]</a>	Website
Procurement and Contracts	Details about procedures used to acquire goods and services, and any contracts that go through a formal tendering process <a href="#">[ICO]</a>	Website
Pay Policies	Information about our policy and procedures regarding pay for our teaching staff <a href="#">[ICO]</a>	Website
Staff Pay and Grading Structures	Information about our pay scales <a href="#">[ICO]</a>	Website
Governors' Allowances	Details of allowances and expenses that can be incurred or claimed <a href="#">[ICO]</a>	Website
Gender Pay Gap Report	Information about average earnings between our male and female staff	Website
Executive Pay	Statistical information about any staff whose benefits exceed £100,000 <a href="#">[DfE]</a>	Website
Pupil Premium	Information about our pupil premium funding, including how we spend it and what impact it has <a href="#">[DfE]</a>	Website
Year 7 Literacy and Numeracy Catch-up Premium	<a href="#">[DfE]</a> if applicable	Website
Coronavirus Catch-up Premium	<a href="#">[DfE]</a> if applicable	Website
PE and Sport Premium	<a href="#">[DfE]</a> if applicable	Website

<b>What our priorities are and how we are doing</b> <i>Strategies and plans, performance indicators, audits, inspections and reviews</i>		
Item	Description	Publication Method
Performance Data Supplied to Government	Key performance information about our academies, including exam results <a href="#">[ICO]</a>	<a href="#">Link to gov.uk</a>
Latest Ofsted Report	A copy of the report from our academies' most recent Ofsted inspection <a href="#">[DfE]</a> <a href="#">[ICO]</a>	<a href="#">Link to Ofsted</a>
Performance Management Information	Information about our policies and procedures for managing staff performance <a href="#">[ICO]</a>	Website
Future Plans	Any major proposals for the future involving, for example, consultation on a change in school status <a href="#">[ICO]</a>	Website
Safeguarding and Child Protection	The policies and procedures in place to ensure we exercise our functions to safeguard and promote the welfare of children in compliance with legislation and statutory guidance <a href="#">[ICO]</a>	Website
Academy Improvement Plans	Information about work across the Trust to ensure our academies provide the best possible education	Website
Equality Objectives	Details about how we comply with the Public Sector Equality Duty <a href="#">[DfE]</a>	Website
SEND Information Report	Details about how we implement our policy for pupils with special educational needs and disabilities <a href="#">[DfE]</a>	Website

<b>How we make decisions</b> <i>Decision-making processes and records of decisions.            Current year plus previous three years</i>		
Item	Description	Publication Method
Admissions	Details about our admission arrangements and procedures, together with information about the right of appeal. Includes information on application numbers and patterns of successful applicants alongside the criteria on which applications were successful <a href="#">[ICO]</a>	Link to <a href="#">BCC</a> Link to <a href="#">SMBC</a>  Website for Sixth Form College
Minutes from Board of Trustees and its Committees' Meetings	Minutes, agendas and papers considered at such meetings, except for information that is private to the meeting <a href="#">[ICO]</a>	Website
Academy Designation Criteria and Phase Support	Information about how we decide on the level of support provided to continually improve our academies	Website

<b>Our policies and procedures</b> <i>Written protocols, policies and procedures for delivering our services and responsibilities.            Current only.</i>		
Item	Description	Publication Method
Academy Policies	Information about how we meet various duties such as on admissions, pupil behaviour and complaints <a href="#">[ICO]</a>	Website
Records Management and Personal Data Policies	Details about how we manage and protect information <a href="#">[ICO]</a>	Website
Equality and Diversity Policies	Policies, schemes, statements, procedures and guidelines relating to equal opportunities <a href="#">[ICO]</a>	Website
Recruitment Policies	Policies and procedures relating to staff recruitment <a href="#">[ICO]</a>	Website
Charging and Remissions Policy	The activities or cases where we will charge parents and the circumstances in which those charges may be waived	Website

<b>Lists and registers</b>		
Item	Description	Publication Method
Curriculum Circulars and Statutory Instruments	Statutory Instruments, departmental circulars and administrative memoranda sent to academy leaders concerning the curriculum. <a href="#">[ICO]</a>	Website

<b>The services we offer</b>		
Item	Description	Publication Method
Careers Programme	Information about careers guidance <a href="#">[DfE]</a>	Website

## 5. How to request information

Requests for information under the Act must be made in writing. Requests are accepted in several ways, including:

- by completing [this web form](#);
- by emailing [enquiry@summitlearningtrust.org.uk](mailto:enquiry@summitlearningtrust.org.uk); or
- by post, to:

Summit Learning Trust  
 c/o Ninestiles, an Academy  
 Hartfield Crescent  
 Birmingham  
 B27 7QG

## 6. Fees

Any information published on our website is free to access in their existing format.

If we receive a request that means we incur significant costs – for example, in photocopying, printing or postage fees – then we may pass those costs on to the requester. In this case, we will inform the requester about those costs before we fulfil the request.

## 7. Complaints

If someone is unhappy with the way we handle their request, a complaint should be made in writing to:

Summit Learning Trust  
c/o Ninestiles, an Academy  
Hartfield Crescent  
Birmingham  
B27 7QG

Complaints should be made within two months of the date of our response.

Complaints will be considered by a senior staff member who was not involved in the handling the original request.

If someone is not satisfied with the outcome of their complaint, they can make a formal complaint to the Information Commissioner:

Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline: 0303 123 1113  
Website: [www.ico.org.uk](http://www.ico.org.uk)