

Freedom of Information Publication Scheme

Guide to information available from schools in the Tenax Schools Trust under the Freedom of Information Act Publication Scheme

Approval Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy,
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy),
3. or delegate to Headteachers or LGBs the power to develop their own policy.

This is a **level 1 policy** which was approved by the Trust's Data Protection Officer, for implementation in Tenax Schools Trust on the date below and supersedes any previous scheme.

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|-------------------------|--|
| Review Body: | Data Protection Officer |
| Date Approved: | 14/02/2022 |
| Author: | Head of Governance |
| Next review due: | On or before 13/02/2025 |
| Review period: | This policy will be reviewed as appropriate, and amended where any clarifications or changes are needed to meet the ICO's latest model scheme, and at a minimum every 3 years |

Guide to information available from schools in the Tenax Schools Trust under the Freedom of Information Act Publication Scheme

This scheme has been based on the Information Commissioner's Office (ICO) model publication scheme (version 1.2) which commits an authority 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 authority.

The scheme commits an authority:

- 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 that 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 fees charged for access to information that is made proactively available.
- To make this publication scheme available to the public.

Classes of Information Included

Class 1 - Who we are and what we do

Class 2 – What we spend and how we spend it

Class 3 – What our priorities are and how we are doing

Class 4 – How we make decisions

Class 5 – Our policies and procedures

Class 6 – Lists and Registers

Class 7 – The services we offer

Classes of information not generally included are:

- 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.

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Approved by the DPO on 14/02/2022
This is a Level 1 policy

As an authority, the Tenax Schools Trust has to clearly indicate to the public what information is covered by its scheme and how it can be obtained.

Where it is within the capability of a public authority, information has to 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, it is required to indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be made available only by viewing in person. Where this manner is specified, contact details have to be provided. An appointment to view the information needs to be arranged within a reasonable timescale.

Information has to be provided in the language in which it is held or in such other language that is legally required. Where it is legally required the authority is required to have the information translated.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats must 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.

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 made by the Trust for printing published material are listed at the end of the document and have been kept to a minimum in line with legislation.

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 the terms of the Re-use of Public

Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 an academy that is not published under this scheme can be requested in writing from the Headteacher of the individual school, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Methods by which Information is Published under this Scheme

The schools in the Tenax Schools Trust publish information in the manner set out in the table below, which identifies the information which meets the requirements of the Information Commissioner.

Tenax Schools Trust Freedom of Information Publication Scheme

Guide to Information Available from each school within the Tenax Schools Trust

| Class 1 – Who we are and what we do | | |
|--|---|------|
| Information to be published | How the information can be obtained | Cost |
| Multi Academy Trust Funding Agreement/Supplementary Funding Agreements | Trust website - https://www.tenaxschoolstrust.co.uk/funding-agreements/ | |
| Trust Articles of Association | Trust website - https://www.tenaxschoolstrust.co.uk/wp-content/uploads/2017/03/Amended-Articles-of-Association-09.03.17.pdf | |
| Outline school curriculum | School website | |
| Local Governing Body – names and contact details of the governors and the basis of their appointment | School website | |
| Trust Members and Directors – names and contact details | Trust website - https://www.tenaxschoolstrust.co.uk/governance-arrangements/ | |
| School session times and term dates | School website | |
| Trust contact details | Trust website - https://www.tenaxschoolstrust.co.uk/contact-us/ | |
| School location and contact information – including names of key personnel | School website | |
| Class 2 – What we spend and how we spend it | | |
| Information to be published | How the information can be obtained | Cost |
| Financial Statements (last 3 years) | Trust website https://www.tenaxschoolstrust.co.uk/financial-statements/ | |
| Financial Management Manual | Trust website https://www.tenaxschoolstrust.co.uk/our-policies/ | |
| Financial Delegation | Trust website https://www.tenaxschoolstrust.co.uk | |
| Pay policy - a statement of the academy's policy on procedures regarding teacher's pay | Trust website https://www.tenaxschoolstrust.co.uk/our-policies/ | |
| Gender Pay Gap Reporting | Trust website | |

| | https://www.tenaxschoolstrust.co.uk/gender-pay-statements/ | |
|---|--|-------------|
| Executive Pay Reports | Trust Website https://www.tenaxschoolstrust.co.uk/executive-pay/ | |
| Trade union facility time | Trust website https://www.tenaxschoolstrust.co.uk/financial-statements/ | |
| Class 3 – What our priorities are and how we are doing | | |
| Information to be published | How the information can be obtained | Cost |
| School profile <ul style="list-style-type: none"> Performance data supplied to the English Government, or a direct link to the data The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report | School Website School Website School Website | |
| Performance management policy and procedures | Trust website | |
| Performance tables | School website | |
| Safeguarding and child protection | School website | |
| Class 4 – How we make decisions | | |
| Admissions policy/decisions (not individual admission decisions) – including arrangements, procedures and right of appeal | School Website | |
| Agendas and minutes of meetings of the local governing body and (if held) its committees. (unless an exemption applies to the information or parts of it). | Available for inspection, by appointment with the Headteacher | |
| Agendas and minutes of meetings of the Trust Board and (if held) its committees. (unless an exemption applies to the information or parts of it). | Available for inspection, by appointment with the Head of Governance. | |
| Class 5 – Our policies and procedures | | |
| Information to be published | How the information can be obtained | Cost |
| Records management and personal data policies, including: | Trust website (included in data protection policy & Records Management Policy) | |

| | | |
|--|--|-----------------|
| <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) | | |
| <p>School policies including but not limited to:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Discipline and grievance • Equality and diversity (including equal opportunities) • Safeguarding and Child Protection • Relationships Education • Health Education • Sex Education • Special Educational Needs • Accessibility Plan • Collective Worship • Behaviour Policy | School and Trust website | |
| Class 6 – Lists and Registers | | |
| Information to be published | How the information can be obtained | Cost |
| Any information the school is currently legally required to hold in publicly available registers | Available on request from school | 5p per A4 sheet |
| Class 7 – The services we offer | | |
| Extra-curricular activities | School Website | |
| Out of school clubs | School Website | |
| School publications and newsletters | School website | |

Schedule of Charges

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|------------------|
| Disbursement cost | Photocopying/printing @ 5p per sheet (black & white) | Actual cost * 5p |
| | Photocopying/printing @ 10p per sheet (colour) | Actual cost 10p |

| | | |
|----------------------|---------|--|
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation |

* the actual cost incurred by the public authority

| Trust Contact Details | School Contact Details |
|---|---|
| enquiries@tenaxschoolstrust.co.uk Tenax Schools Trust Bennett Memorial Diocesan School Culverden Down Tunbridge Wells Kent TN4 9SH Phone 01892 521595 https://www.tenaxschoolstrust.co.uk/ | See School website: https://www.bennettmemorial.co.uk/ https://www.bishopchavasseschool.org.uk/ https://www.bmprimary.org.uk/ https://www.fordcombe.kent.sch.uk/ https://sites.google.com/a/jarvisbrookscho.co.uk/publicsite https://leybourne.school/ https://www.fermorschool.org.uk/ https://www.west-malling.kent.sch.uk/ |