



# Freedom of Information Publication Scheme

(ICO Model Publication Scheme)

**October 2020 (reviewed Nov 2023)**

**(School Version – St Mary’s Catholic Voluntary Academy)**

Our Lady of Lourdes Catholic Multi-Academy Trust - Company Number: 7743523  
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## Trust Mission Statement

We are a partnership of Catholic schools.

Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

*By placing the person and teachings of Jesus Christ at the centre of all that we do, we will:*

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing
- Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents
- Make the world a better place, especially for the most vulnerable in our society, by doing **'little things with great love'** St Thérèse of Lisieux

*Proverbs 31:8-9*

*Open your mouth for the mute, for the rights of all who are destitute. Open your mouth, judge righteously, defend the rights of the poor and needy*

## **I. Freedom of Information Act**

This publication scheme commits the Our Lady of Lourdes Catholic Multi-Academy Trust (OLoL CMAT) 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 OLoL CMAT. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the OLoL CMAT:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the OLoL CMAT and falls within the classifications below.
- To specify the information which is held by the OLoL CMAT 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 OLoL CMAT 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 OLoL CMAT that has been requested, and any updated versions it holds, unless the OLoL CMAT 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 OLoL CMAT 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.

## **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.

### Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the OLoL CMAT.

### Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

### 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 OLoL CMAT will indicate clearly to the public what information is covered by this scheme and how it can be obtained (see Appendix I, Pages 7-8 which outlines the method by which the information published under this scheme can be accessed along with the schedule of charges).

Where it is within the capability of the OLoL CMAT, 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 OLoL CMAT 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 OLoL CMAT 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 OLoL CMAT 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 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 OLoL CMAT.

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 the OLoL CMAT 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. Written requests should be made to [k.rich@ololcatholicmat.co.uk](mailto:k.rich@ololcatholicmat.co.uk)

## 6. Exemptions

The presumption of the legislation is that information will be disclosed unless the Act provides a specific reason to withhold it. Please refer to the ICO's updated list of Exemptions <http://www.legislation.gov.uk/ukpga/2000/36/part/II>

|                     |  |
|---------------------|--|
| Date Issued         | October 2020   |
| Date of Review      | In line with ICO Review<br>(model publication scheme version 1.2)<br><br>(Review Date: October 2023)   |
| Date of Next Review | Nov 2026   |
| Reviewer            | CMAT Audit & Risk Committee / OLoL CMAT Exec Board<br>/ School   |
| Author              | ICO Model Template – accompanying table of suggested<br>published information edited by Karen Rich<br><br>Further edited in school by: Michaela Hamilton |

## Appendix 1: Publication Methods & Charging Schedule

| Information to be Published  | How the information can be obtained                | Charge (if applicable) |
|--|--|------------------------|
| <b>Who we are and what we do (Organisational Information, Structures, Location, Contacts)</b>  |  |                        |
| Master Funding Agreement & other Academy Conversion Documents  | Trust Website                                      |                        |
| Multi Academy Trust Directors and the basis of their appointment   | Trust Website                                      |                        |
| Individual Academy Staff & Structures  | School Website                                     |                        |
| School session times   | School Website                                     |                        |
| School Holiday and term dates  | School Website                                     |                        |
| Prospectuses   | School Website                                     |                        |
| Local Governing Body members and the basis of their appointment  | School Website                                     |                        |
| Statutory reported results at key Stage Examinations   | School Website                                     |                        |
| Location and Contact information: Address/Telephone Number/Website address/Email Address   | School Website                                     |                        |
| Contact details for the Headteacher and the Governing Body   | School Website                                     |                        |
| Academy Order (If applicable)  | On request   |                        |
| <b>What we spend and how we spend it (Financial information relating to projected &amp; actual income and expenditure, procurement, contracts and financial audit)</b> |  |                        |
| Annual Report to Companies House & Audited Accounts  | Trust Website                                      |                        |
| Annual Budget Plan   | On request   |                        |
| Financial Statements   | Trust Website                                      |                        |
| Capital Funding & Project Management   | On request   |                        |
| Procurement & Contracts  | On request   |                        |
| Staffing & Grading Structure   | On request   |                        |
| Pay Policy   | On request   |                        |
| Directors and Governors Allowances   | Trust Website (as per of the financial statements) |                        |
| Additional funding – Income generation schemes and other sources of funding  | Trust Website (as per of the financial statements) |                        |
| <b>What are our priorities and how are we doing (Strategies, Plans, Performance Indicators, Audits, Inspections, Reviews)</b>  |  |                        |
| OFSTED & DCI (Section 48) reports  | School Website                                     |                        |
| Performance Management Information & Policy  | On request   |                        |
| Safeguarding (Child Protection) Policies & procedures  | Trust/School Website                               |                        |
| School Development Plans   | On request   |                        |
| Diocesan Development Policies  | Diocesan Website                                   |                        |
| <b>How we make decisions ( Decision making processes and records of decisions)</b>   |  |                        |
| Articles of Association  | Trust Website                                      |                        |
| Scheme of Delegation   | Trust Website                                      |                        |
| Admissions Policy  | Trust/School Website                               |                        |
| Trust Executive Board meeting minutes  | Trust Website                                      |                        |
| Local Governing Body meeting minutes   | On request from LGB via Clerk to Governors         |                        |
| <b>Lists &amp; Registers</b>   |  |                        |
| DfE/ESFA Guidelines and Handbooks  | On request from school                             |                        |
| Disclosure Logs (Bullying Log/Racial Incident Log)   | On request from school                             |                        |
| Premises Management Logs   | On request from school                             |                        |
| Asset Register   | On request from school                             |                        |
| Any other information in the schools which is required by law to be held in publicly available registers   | On request from school                             |                        |

| Information to be Published  | How the information can be obtained   | Charge (if applicable) |
|--|---|------------------------|
| <b>Our Policies &amp; Procedures (Written protocols, policies, procedures for delivering our responsibilities and services)</b>                                |   |                        |
| Trust Policies including those relating to:<br>Employment<br>Finance<br>Risk   | Trust Website / on request  |                        |
| School Policies including those relating to:<br>Safeguarding<br>Health & Safety<br>Equality & pupil safety<br>Educational Provision/Pupils/Curriculum          | School Website  |                        |
| Records Management & Personal data policies including those relating to:<br>Data Protection<br>Record Retention and Destruction<br>Information Security Policy | Trust/School Website or available on request from the Trust DPO or Trust Director of IT |                        |
| <b>The Services we offer</b>   |   |                        |
| Extra-Curricular activities  | School Website  |                        |
| School Publications  | School Website  |                        |
| School booklets, leaflets, newsletters   | School Website  |                        |
| Music provision and other services for which the Trust/School is entitled to recover a fee   | School Website  |                        |

#### Schedule of Charges:

| Type of charge     | Description                                  | Basis of charge  |
|--------------------|--|--|
| Disbursement costs | Photocopying 1p per A4 sheet (black & white) | Actual cost *  |
|                    | Photocopying 5p per A4 sheet (colour)        | Actual cost *  |
|                    | Postage                                      | Actual cost of Royal Mail - 2 <sup>nd</sup> class post |
| Statutory fee      |  | In accordance with relevant legislation                |

(\* Actual cost incurred by the School/Trust)