HERITAGE MULTI ACADEMY TRUST

EXCELLENCE THROUGH COLLABORATION

School Publication Scheme – Published Guide to Information

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This is Heritage MAT School Publication Scheme on information available under the Freedom of Information Act

The trust board is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information, i.e. no information published/provided should identify individuals.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The trust aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child,
- Help every child develop the skills, knowledge and personal qualities needed for life and work, and this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

This guide commits the school 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 trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the trust:

- 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 below.

- To specify the information, which is held by the trust 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 school 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.

4. How to request information

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.

If you require a paper version of any of the documents within the scheme, please contact the trust by telephone, e-mail or letter. Contact details are set out below:

Tel: 01484 657541

e-mail: office@heritagemat.uk

Contact Address: Heritage Multi Academy Trust, Salendine Nook High School, New Hey Road, Huddersfield. HD3 4GN

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST**" (in CAPITALS please)

If the information you're looking for isn't available via the scheme you can still contact the trust to ask if we have it.

Compliance will be whichever is the shorter period:

- 20 working days following the date of receipt, excluding any day which is not a school day (this effectively equates to a period of 20 school days); or
- 60 working days following the date of receipt.

A 'school' day will be any day on which there is a session and the pupils are in attendance. 'Working days' exclude school holidays and 'inset' or training days where the pupils are not present.

5. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

6. 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.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

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

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information we will not generally include:

- The disclosure of information 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.

Where it is within the capability of the trust, information will be provided on the trust website.

[Our website is at (www.heritagemat.uk)]

Where it is impracticable to make information available on the trust 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, we 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.

7. Refusing Requests

A refusal notice may be issued where a parent has made an unreasonably excessive demand for information.

8. 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 Mr D Christian, CEO.

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 the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2014 and that deals with formal complaints. They can be contacted at:

Information Commissioner, they use Exela Technologies and provide a digital mailroom service for opening and scanning our post. If you write to them your mail will be opened and scanned by Exela staff who then provide us with a digitised copy for ICO staff to review and action.

Or

Enquiry/Information Line: **0303 123 1113**
E-mail : They use Transport Layer Security (TLS) to encrypt and protect email traffic in line with government guidance on email security.
Website : **ico.org.uk**