

## FREEDOM OF INFORMATION PUBLICATION SCHEME

### Purpose

1. This publication scheme has been prepared in accordance with the model publication scheme, approved by the Information Commissioner. The purpose of the scheme is that it requires The Two Counties Trust 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 in this scheme. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits The Two Counties 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 Trust 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 Trust that has been requested, and any updated versions it holds, unless the Trust 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 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.

### 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.

### **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 authority.

### **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 Trust 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 a Trust, 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 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 an authority 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 Trust 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 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.

## **5. Written requests**

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 2000.

Contact details:

The Two Counties Trust, Sutton Road, Kirkby-in-Ashfield, Nottingham, NG17 8HP.

Telephone: 01623 455000.

Trust and individual school websites:

[The Two Counties Trust](#)

[Ashfield School](#)

[Selston High School](#)

[Swanwick Hall School](#)

[Heritage High School](#)

[The Manor Academy](#)

[Frederick Gent School](#)

[Friesland School](#)

[Wilsthorpe School](#)

[Springwell Community College](#)

### Class 1 – what we are and what we do

Information to be published	How the information can be obtained	Charge
School Prospectus	School website (see page 3) or by request from the school offices.	No charge
Governing bodies – current membership	School website (see page 3)	No charge
Articles of Association	The Two Counties Trust Website (see page 3)	No charge
Academy staff and structure (who is who)	School Websites (see page 3) more detailed information via school offices.	No charge Schedule of charges if hard copy
Location and contact information	School website (see page 3)	No charge
School session times and term dates	School website (see page 3)	No charge
GCSE results	Via DfE website <a href="http://www.education.gov.uk">www.education.gov.uk</a>	No charge

### Class 2 – what we spend and how we spend it

Information to be published	How the information can be obtained	Charge
Academy funding agreement	The Two Counties Trust website (see page 3)	No charge
Annual report and financial statement	The Two Counties Trust website (see page 3)	No charge
Capital funding	Hard copy on request	Schedule of charges
Additional funding	Hard copy on request	Schedule of charges
Value for money statement	The Two Counties Trust website (see page 3)	Schedule of charges
Procurement and project	Hard copy on request	Schedule of charges
Staffing and grading structure	Hard copy on request	Schedule of charges
Pay Policy	The Two Counties Trust website (see page 3)	No charge

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

Information to be published	How the information can be obtained	Charge
School profile <ul style="list-style-type: none"> <li>DfE supplied performance data</li> <li>Ofsted report – summary and full report</li> </ul>	Hard copy on request School websites (see page 3)	Schedule of charges No charge
Performance Management Policy	The Two Counties Trust website (see page 3)	No charge
Trust Improvement Plan	The Two Counties Trust website (see page 3)	No charge

### Class 4 – How we make decisions

Information to be published	How the information can be obtained	Charge
Admissions Policy	School websites (see page 3)	No charge
Trustee and Local Governing body meeting, papers and minutes. <i>NB: this will exclude information that is properly considered to be private and confidential</i>	Hard copy on request via the Governance and Compliance Officer at the Trust or Clerk to Governors at the schools.	Schedule of charges

### Class 5 – our policies and procedures

Information to be published	How the information can be obtained	Charge
<b>Trust Employment Policies:</b> Absence Management Procedure Adoption Allegations of abuse against staff Annual Leave (support staff) Anti-Harassment and Bullying Appraisal - Business Support Appraisal - Teachers Capability Procedure Code of Conduct CPD Policy Statement	The Two Counties Trust website (see page 3)	No charge

**Class 5 – continued**

Information to be published	How the information can be obtained	Charge
Disability Leave Discipline Procedure Equality, Diversity and Inclusion Flexible Working Grievance Procedure Guidance on DBS checks Guidance on the use of fixed term contracts Guidance Recruitment of ex-offenders Handbook - new employees Job Share Maternity Ordinary Parental Leave Paternity Leave Overtime and TOIL Pay policy - support Pay policy - teachers Probation (support staff) Recognition agreement Recruitment & Selection Redundancy and Restructuring Reference Procedure Shared Parental Leave Social media guidelines Special Leave Stress at Work Temporary Promotion – support <b>General Policies</b> Complaints procedure Data breach procedure Data Protection Policy Governance statement	The Two Counties Trust website (ee page 3)	No charge

**Class 5 – continued**

Information to be published	How the information can be obtained	Charge
Retention Schedule Whistleblowing Trust Exclusions Policy Privacy Notice Subject Access Request CEIAG policy		
<b>Trust Finance Policies</b> Finance Policy Competitive Tendering Reserves Service Charges, Top Slicing & Cross Charges Risk Management Strategy Travel, Expenses and Allowances Policy	The Two Counties Trust website (see page 3)  Hard copy on request	No charge  Schedule of charges
<b>School Specific policies</b> Anti-Bullying Policy Attendance Policy Behaviour Policy Child Protection Policy and Procedures Children Missing in Education Policy Collective Worship Policy Cover Policy Drugs Policy E-Safety Policy Examination Policy Health and Safety in School Policy Homework Policy Special Educational Needs Policy and information report Sex Education Policy Teaching and Learning Policy	School websites (see page 3) Policies which are not required to be on the website can be requested at the school office.	No charge Schedule of charges

### Class 5 - continued

Information to be published	How the information can be obtained	Charge
Use of Force Policy Vulnerable Students Policy Work Related Learning Policy Procedures and Arrangements Home- School Agreement Supporting Pupils with Medical Conditions Curriculum Policy  <i>NB: all schools will not have all of the above policies listed, the list is an accumulation of all schools policies.</i>	School websites (see page 3) Policies which are not required to be on the website can be requested at the school office.	No charge Schedule of charges
<b>Record management and personal data policies</b> Document Retention Schedule	The Two Counties Trust Website (see page 3)	No charge

### Class 6 – Lists and Registers

Information to be published	How the information can be obtained	Charge
Curriculum Circulars and Statutory Instruments		
Disclosure logs		
Asset Register		
Any information the Trust is currently required to hold in publicly available form <i>(this does not include attendance registers)</i>		

### Class 7 – The service we offer

Information to be published	How the information can be obtained	Charge
Extra-curricular activities, sports fixtures and publications including school update etc.	Hard copy	Schedule of charges



### Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing at 3p per A4 sheet (black and white) Photocopying/printing at 10p per A4 (colour) Postage	Actual cost incurred
Statutory fees		In accordance with the relevant legislation

**Appendix 1:**

For Trust/school use, log for records of requests made.

Date received	Requested by	Request summary	Date responded	Processed in full in time Yes / No	Processed in full with extension Yes/ No NA	Information granted in full Yes/ No	Information granted in part only Yes/ No/ NA	Refused in full Yes/ No/ NA	Information not held Yes / No /NA	Officer responding	Referred to internal review Yes/ No NA	Filed in