

# Freedom of Information Publication Scheme

**History of document: To be reviewed annually and re-approved every three years, or sooner if deemed necessary.**

Issue number	Author	Date written	Approved by Board	Comments
1	C Burt	01 September 2016	28 March 2017	

## **Publication Scheme - Background**

The Trust has produced a Publication Scheme of information that is available under the Freedom of Information Act 2000 and it conforms to the model scheme for schools and academies approved by the Information Commissioner. The Trust Board has responsibility for ensuring that the Trust and its schools comply with the Act.

### **1 Introduction: the development of a Publication Scheme.**

1.1 Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about information that is available to the public. This includes all maintained sector schools and from 1 January 2011, academies.

1.2 In order to comply with the requirements of the Act, this publication scheme covers the Trust's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by the Trust and falls within the Classifications shown under Point 2
- To clearly specify the information that is held by the Trust and falls within each of the Classifications shown under Point 2
- To produce and publish the methods by which the specified 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 available
- To make this publication scheme available to the public

1.3 All information in the Publication Scheme is available in paper form.

## **2 Categories of Information Published**

2.1 The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website [www.yorkshirecauseway.com](http://www.yorkshirecauseway.com), individual Trust school's websites or in hard copy from each individual school and is categorised in 'Classes' as outlined in this Scheme.

### **Class 1 - Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

### **Class 2 - What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure.

### **Class 3 - What our priorities are and how we are doing**

Strategy and performance information, inspections/reports.

### **Class 4 - How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Class 5 - Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Class 6 - Lists and registers**

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

### **Class 7 - The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases.

2.2 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. This includes information protected by the Data Protection Act.
- 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.
- Information in draft form.

## **3 Requests for Information**



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 the 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 the Trust 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.

Contact details for both Yorkshire Causeway Schools Trust and its individual schools:

Finance Manager  
Yorkshire Causeway Schools Trust  
Email: [finance@staidans.co.uk](mailto:finance@staidans.co.uk)  
Tel: 01423 885814

Address: Yorkshire Causeway Schools Trust  
c/o St Aidan's C of E High School  
Oatlands Drive  
Harrogate  
North Yorkshire  
HG2 8JR

3.3 Please make the subject of your request "Publication Scheme Request" and marked "FAO Finance Manager"

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.

#### **4 Paying for Information**

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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

### Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	For documents on the website which are readily available	Free of charge if downloaded and printed by the applicant
	Photocopying/printing @ £0.04p per sheet (black & white)	Actual cost
	Photocopying/printing @ £0.10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation

### 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 Yorkshire Causeway Schools Trust.

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 or need any further information or assistance, please visit the Information Commissioner's Office website or contact them on:-

**Enquiry/Information Line: 01625 545 745**

**0303 123 1113**

**E Mail:** please use the online enquiry form on the website

**Website :** [www.ico.org.uk](http://www.ico.org.uk)