



Extend Learning
Academies Network

Freedom of Information Policy

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Freedom of information Policy

1. Introduction

1.1 At the Extend Learning Academies Network (ELAN) we are committed to the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) and to the principles of accountability and the general right of access to information, subject to legal exemptions.

1.2 To do this, ELAN has produced a publication scheme which sets out:

- the classes of information we publish or intend to publish
- the manner in which the information will be published
- whether the information will be available free of charge or on payment

1.3 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 websites to download and print off or available in paper form.

1.4 Some information which we hold may not be made public, for example personal information.

1.5 We are committed to providing information about the individual schools comprising the MAT in a format that is easily accessible to the public it serves. Any concerns or complaints over the provision of information will be dealt with under the MAT's Complaints Policy.

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

2. Aims

2.1 ELAN 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

3.1 The classes of information that we undertake to make available are organised into four main topic areas:

- school prospectuses – information published in the individual school prospectuses
- school profiles and governance documents unless deemed to be confidential under the Data Protection Act
- pupils and curriculum – information about policies that relate to students and the school curriculum
- MAT policies and other information related to the MAT schools – information about policies that relate to the MAT or MAT schools in general

4. The method by which information published under this scheme will be made available

4.1 ELAN will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

4.2 Where it is within the capability of ELAN, information will be provided on our 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, we will indicate how information can be obtained by other means and provide it by those means.

4.3 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.

4.4 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.

4.5 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.

5. How to Request Information

5.1 If you require a paper version of any of the documents within the scheme, please contact the Central Business Team by telephone, email or letter. Contact details are set out below or you can visit our website at www.extendlearning.org

Email: office@extendlearning.org

Tel: 01934 313390

Contact Address: Extend Learning Academies Network
 13 Lime Close
 Locking
 Weston-super-Mare
 BS24 8BH

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

5.2 If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the Central Business Team to ask if we have it.

6. Paying for Information

6.1 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.

6.2 Single copies of information covered by this publication are provided free.

6.3 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.

7. Classes of Information Provided

Information to be published	How the information can be obtained
Who we are and what we do Organisational information, structures, locations and contacts (this will be current information only).	ELAN website www.extendlearning.org
Academy Funding Agreement – a link to the document on the Department for Education’s website.	ELAN website www.extendlearning.org
Academy Order (if applicable).	ELAN website www.extendlearning.org
School staff and structure – names of key personnel.	Individual schools’ websites
Trust Members and Board of Trustees Names and profile.	ELAN website www.extendlearning.org
Local Governing Bodies. LGB structure, names of governors, terms of office, pecuniary interests, meeting attendance.	Individual schools’ websites
School session times, term dates and holidays.	Individual schools’ websites
Location and contact information – address, telephone number and website.	Individual schools’ websites
Contact details for the Headteacher and the Local Governing Body.	Individual schools’ websites

Information to be published	How the information can be obtained
What we spend and how we spend it Company accounts that have been filed with Companies House.	ELAN website www.extendlearning.org
Annual budget plan and financial statements	Available on request from the Chief Financial Officer
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Available on request from the Chief Financial Officer
Additional funding – Income generation schemes and other sources of funding.	Available on request from the Chief Financial Officer
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Available on request from the Chief Financial Officer
Pay policy – a statement of the Trust’s policy on procedures regarding teachers’ and support staff pay.	Available on request from the Chief Financial Officer
Trustees/Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Available on request from the Chief Financial Officer

Information to be published	How the information can be obtained
What our priorities are and how we are doing Current information published on MAT strategies, performance indicators, audits, inspections and reviews.	ELAN website www.extendlearning.org
School profiles Government supplied performance data OFSTED report – summary and full report	Individual schools' website DfE website school performance tables www.education.gov.uk/schools/performance/ Ofsted website www.reports.ofsted.gov.uk/
Appraisal Policy	Available on request from the Head of HR or via the Staff portal
Trust's future plans	Available on request from the Company Secretary (access to this information may be restricted if classified as confidential)
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	ELAN website www.extendlearning.org

Information to be published	How the information can be obtained
How we make decisions Board of Trustees meeting agendas and minutes – Some information may be confidential or otherwise exempt from the publication by law and will therefore not be published	Available on request from the Company Secretary
Local Governing body meeting agendas and minutes – Some information may be confidential or otherwise exempt from the publication by law and will therefore not be published	Available on request from the Company Secretary
Admissions policy - arrangements and procedures.	ELAN website www.extendlearning.org Individual schools' website

Information to be published	How the information can be obtained
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	ELAN website www.extendlearning.org or individual schools' websites
Trust policies: Charging and remissions policy Health and Safety Policy Complaints Policy and procedure	ELAN website www.extendlearning.org

Trust policies: Staff conduct policy Staff discipline and grievance policies Pay policy	Available on request from the Head of HR or via the Staff portal
Pupil and curriculum policies, including: Curriculum Sex education Special education needs Accessibility Race Equality Collective worship Behaviour	Individual schools' website
Records management: Records retention Data Protection Policy	ELAN website www.extendlearning.org

Information to be published	How the information can be obtained
Lists and Registers Currently maintained lists and registers only	Hard copy - some information may only be available for inspection)
Curriculum circulars and statutory instruments	Available on request from the Trust schools
Disclosure logs	Available on request from the Trust schools
Asset register	Available on request from the Chief Financial Officer
Any information the school is currently legally required to hold in publicly available registers	Available on request from the Trust schools

Information to be published	How the information can be obtained
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	ELAN website www.extendlearning.org (some information may only be available for inspection)
Extra-curricular activities	Individual schools' websites
Out of school clubs	Individual schools' websites
School publications	Individual schools' websites
Services for which the school is entitled to recover a fee, together with those fees	Individual schools' websites
Leaflets, booklets and newsletters	Individual schools' websites

8. Feedback and Complaints

8.1 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 the CEO via the central team.

8.2 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 2000 and that deals with formal complaints. They can be contacted at:

**Information Commissioner's Office
Wycliffe House,
Water Lane
Wilmslow
Cheshire
SK9 5AF**

or

**Help Line: 0303 123 1113 (local rate) or
01625 545 745 if you prefer to use a national rate number.**

E Mail: casework@ico.org.uk (please include your telephone number)

Website: www.ico.org.uk

9. Supporting Documents

9.1 Please also refer to the Data Protection Policy.

10. Review and Evaluation

10.1 This policy will be reviewed every 3 years and checked for continuing relevance against any statutory requirements.