



Freedom of Information Policy and Publication Scheme

TPAT Policy Management

Document history

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Section	Changes
8. Charges	Colour printing from 5p to 10p
Appendix 1	Freedom of Information Procedure

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1. Introduction

The Trust intends and expects that all decisions, policies and procedures will be underpinned at all times by its vision and values.

Our aim:

TPAT - Inspiring futures, empowering people.

We aim to benefit our communities by nurturing well-educated, aspirational and creative young people. We exist to inspire futures and empower all our people. We achieve this by enriching and fulfilling our employees with the investment to become masters of their craft, all working together to realise exceptional outcomes for young people.

To achieve this our schools will:

- Create an aspirational, driven, and highly engaging educational environment where every pupil can succeed.
- Commit to knowing each pupil individually and empowering them to excel.
- Deliver the highest quality learning opportunities facilitated by excellent teachers.
- Inspire our pupils to become confident, motivated and respectful individuals ready to make a positive contribution to society.

The Trust will support our schools by:

- Providing the resources and stability schools need to work efficiently and effectively, overcoming challenges and prioritising education every day.
- Provide a platform for collaboration, sharing excellence and experience, and fostering unity and shared purpose.
- Nurturing our Trust's 'culture of improvement' where staff thrive in a safe, supportive network, embracing feedback and professional dialogue to drive sustainable improvement.

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The Park Academies Trust has adopted the ICO model publication scheme.

The publication scheme lists the documents which the Trust will make public as a matter of routine. If the information you are looking for is not available via the scheme, you can make a request in writing for the information you require.

References to the 'authority' and / or 'public authority' in the publication scheme below are references to The Park Academies Trust or an individual school within the Trust.

2. ICO Model Publication Scheme

2.1 Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

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

3. Classes of information

3.1 Who we are and what we do

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

3.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

3.4 How we make decisions

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

3.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

3.6 Lists and registers

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

3.7 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.

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

The authority 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 public authority, 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, a public authority 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.

5. 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 authority 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.

6. Written requests

Information held by a public authority 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.

The Park Academies Trust
 c/o Abbey Park School
 Redhouse Way
 Redhouse
 Swindon SN25 2ND
 ask@theparkacademiestrust.com
 01793 705400

7. Guide to information available from The Park Academies Trust under the Freedom of Information Publication Scheme

[ICO guidance](#) for more information

Information to be published	How to obtain the information	Cost
Class 1 Who we are and what we do Organisational information, structures, locations and contacts. Information in this class will be current information only.		
Board and executive information	Trust or school website	Free
Funding Agreements	Trust website	Free
Articles of Association	Trust website	Free
Scheme of Delegation and local governance terms of reference	Trust website	Free
School prospectus and Sixth Form prospectus	School website	Free
School session times and term dates	School website	Free
Location and key contact information	Trust or school website	Free
Gender pay gap reporting	Trust website	Free
Class 2 What we spend and how we spend it		

<p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Financial information for the current and previous two financial years.</p>		
Annual Report and Financial Statements	Trust website	Free
Annual budget plan	Hard copy	See charges
Capital funding	Hard copy	See charges
Additional funding	Hard copy	See charges
Expenditures	Hard copy	See charges
Financial audit reports	Hard copy	See charges
Procurement and contracts	Hard copy	See charges
Pay Policy	Hard copy	See charges
Staff allowances and expenses	Hard copy	See charges
Staff pay and grading structures	Hard copy	See charges
Trustees' and Governors' allowances	Hard copy	See charges
Premiums or other forms of financial support available	Hard copy	See charges
Trade Union facility time reporting	Hard copy	See charges
<p>Class 3 What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. As a minimum, information in this class to be current information only.</p>		
Government supplied performance data	School website	Free
Latest Ofsted report	School website	Free
Performance management information	Hard copy	See charges
Future plans	Hard copy	See charges
Examination and assessment results	Secondary school websites	Free
Performance tables	Secondary school websites	Free

Data Protection Impact Assessments, in full or summary format, or any other impact assessments eg health and safety impact assessments, equality impact assessments, as appropriate and relevant	Hard copy	See charges
<p>Class 4 How we make decisions Decision-making processes and records of decisions. Information available for at least the current and previous three years.</p>		
Admissions Policy and decisions	School website Hard copy as appropriate	Free See charges
Minutes of meetings of the Trust Board and its committees	Hard copy	See charges
<p>Class 5 Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Information in this class to be current only.</p>		
Trust and school policies and other documents	Trust or school websites or hard copy	Free or see charges
Records management, personal data and access to information policies	Trust website	Free
Equality and diversity plan, policies, statements	School website	Free
Safeguarding and child protection policies and procedures	School website	Free

Health and safety policies and procedures	Trust and school websites	Free
Policies and procedures for human resources and the recruitment of staff	Hard copy	See charges
Careers programme information	Hard copy	See charges
Complaints procedures, including for dealing with parental complaints	Trust and school websites	Free
Charging regimes and policies	School websites	Free
<p>Class 6 Lists and Registers Information to be in currently maintained lists and registers only.</p>		
Currently maintained lists and registers	For inspection where appropriate	Free
Information the school is required to hold in publicly available registers	For inspection where appropriate	Free
Curriculum circulars and statutory instruments	Hard copy	See charges
CCTV locations	Hard copy	See charges
Disclosure logs, as appropriate	For inspection where appropriate	Free
Asset register, as appropriate	For inspection where appropriate	Free
<p>Class 7 The services we offer Information about the services the school provides including leaflets, guidance and newsletters.</p>		
Services for which the school is entitled to recover a fee, and the fees	School website	Free
Services for which the Trust is entitled to recover a fee, and the fees	Hard copy	See charges
Extracurricular activities and after school clubs	School website	Free
Trust and school publications	Trust and school websites	Free

8. Charges

Photocopying / printing at 2p per sheet, black and white

Photocopying / printing at 10p per sheet, colour

Postage, actual cost of second class postage

Statutory fees, in line with the relevant legislation

Appendix 1 Freedom of Information Procedure

Anyone has a right to request information from a public authority. The Trust has two separate duties when responding to these requests: to tell the applicant whether the school / Trust holds any information falling within the scope of their request, and to provide that information. The school / Trust normally has 20 working days to respond to a request.

For a request to be valid under the Freedom of Information Act it must be in writing, but requesters do not have to mention the Act or direct their request to a designated member of staff. Any letter or email to a public authority asking for information is a request for recorded information under the Act.

This does not mean every enquiry has to be treated formally as a request under the Act. The provisions of the Act need to come into force only if you cannot provide the requested information straight away, or the requester makes it clear they expect a response under the Act.

To be valid under the Act, the request must:

be in writing. This could be a letter or email. Requests can also be made via the web, or even on social networking sites if these are used by the school / Trust

include the requester's real name. The Act treats all requesters alike, so you should not normally seek to verify the requester's identity. However, you may decide to check their identity if it is clear they are using a pseudonym or if there are legitimate grounds for refusing their request and you suspect they are trying to avoid this happening, for example because their request is vexatious or repeated. Remember that a request can be made in the name of an organisation, or by one person on behalf of another, such as a solicitor on behalf of a client

include an address for correspondence. This need not be the person's residential or work address – it can be any address at which you can write to them, including a postal address or email address

describe the information requested. Any genuine attempt to describe the information will be enough to trigger the Act, even if the description is unclear, or you think it is too broad or unreasonable in some way. The Act covers information not documents, so a requester does not have to ask for a specific document (although they may do so). They can, for example, ask about a specific topic and expect you to gather the relevant information to answer their enquiry. Or they might describe other features of the information (eg author, date or type of document)

<https://ico.org.uk/for-organisations/foi/guide-to-managing-an-foi-request>