



# Zest Academy Trust

## Freedom of Information Policy

Approved & Adopted By Trust Board: July 2016  
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Person Responsible: COO  
Version Number: 5

## Freedom of Information Policy

### Introduction

The Freedom of Information Act 2000 applies to Zest Academy Trust and its academies. Legislation dictates that we are required to make information available through the publication scheme and deal with specific requests for information.

### Publication Scheme

Zest Academy Trust has adopted the Model Publication Scheme that has been prepared and approved by the Information Commissioner Office (ICO)

This publication scheme commits the 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 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 Office.

The scheme commits Zest Academy Trust:

- 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 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 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.

### 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.

### **The right to request information**

From 1 January 2005 the public have a right to request any information held by a public authority, i.e. the Trust or Academy, which has not already been made available through the Publication Scheme. Such requests will be considered under the provisions of the Freedom of Information Act (2000)



Requests are made in writing:

- The school will respond within 20 school days, or 60 working days if this is shorter.
- The school may charge a fees, as outlined in each class
- The school will not be required to release information to which an exemption in the Act legitimately applies.
- The school will explain to the applicant why the information may not be released and may have to justify the decision to the Information Commissioner.

Guidance on exemptions and other aspects of the Freedom of Information Act can be found at: <http://www.informationcommissioner.gov.uk/>

### **Charge which may be made for information publishes 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 via the Trust/Academy website is free of charge.

### **Hard Copy requests**

Charges may be made for actual disbursements incurred when providing hard copies of documents, including:

- Paper
- Printing/photocopying
- Postage and packaging

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested before the information is provided.

If you decide to refine a request so it reduces the cost of disbursements, we will be happy to discuss that with you.

### **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.



## Monitoring

The Trust will monitor the effectiveness of all policies and procedures.

## Related policies

The following policies are related to this data protection policy:

- Data Retention Policy
- Data Protection Policy
- privacy notices

These policies are also designed to protect personal data and can be found at

[www.zestacademytrust.co.uk](http://www.zestacademytrust.co.uk)

## Publication Scheme

Information to be published	How the information can be obtained	Charge
<p><b><u>Who we are and what we do</u></b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(Hard copy and / or website)	
Academy Trust Funding Agreement – a link to the document on the department for education’s website	Trust, Academy or Hard Copy	FREE
Academy Order (if applicable)		
Academy and Trust staff and structure – names of key personnel	Prospectus, Trust, Website or Hard Copy	FREE
Trust Board, Academy Council – names and contact details of the members and the basis of their appointment	Prospectus, Trust, Academy or Hard Copy	FREE
Academy session times, term dates and holidays	Prospectus, Website or Hard Copy	FREE
Location and contact information – address, telephone number and website	Prospectus, Trust Website or Hard Copy	FREE
Contact details for the CEO and Trust Board	Hard Copy	FREE
Academy Prospectus	Hard Copy, Website	FREE



Information to be published	How the information can be obtained	Charge
<p><b><u>What we spend and how we spend it</u></b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	(Hard copy and / or Trust website or Academy website)	
Trust budget plan and financial statements	Hard Copy, Companies House Website, Trust, Academy, Website	Refer to charging schedule
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard Copy, Trust, Academy Website	Refer to charging schedule
Additional funding – Income generation schemes and other sources of funding.	Hard Copy, Trust, Academy Website	Refer to charging schedule
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.	Hard Copy	Refer to charging schedule
Staffing and grading structure	Hard Copy	Refer to charging schedule
Pay policy – a statement of the Trust's policy on procedures regarding teachers' pay.	Hard Copy	Refer to charging schedule
Directs, Members and Academy Council Members allowances – Details of allowances and expenses that can be claimed or incurred.	Hard Copy	Refer to charging schedule



Information to be published	How the information can be obtained	Charge
<p><b><u>What our priorities are and how we are doing</u></b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published</p>	(Hard copy, Trust, Academy)	
<p>Trust and Academy profiles</p> <p>Government supplied performance data</p> <p>OFSTED report – summary and full report</p>	Trust, Academy	FREE
Performance management information	Hard Copy	FREE
Trust and Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard Copy	FREE
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Trust, Academy or Hard Copy	FREE

Information to be published	How the information can be obtained	Charge
<p><b><u>How we make decisions</u></b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(Hard copy and / or Trust website, Academy website)	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Academy Website	FREE
Trust Board and Academy Council meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard Copy	FREE



Information to be published	How the information can be obtained	Charge
<p><b><u>Our policies and procedures</u></b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(Hard copy and / or website)	
Trust and Academy policies including:		
Charging and remissions policy	Academy Website	FREE
Health and Safety	Trust, Academy Website	FREE
Risk assessment	Hard Copy	FREE
Complaints procedure	Trust, Academy website	FREE
Staff conduct policy	Trust, Academy Website	FREE
Discipline and grievance policies	Trust, Academy Website	FREE
Pay policy	Hard Copy	FREE
Staffing structure implementation plan	Hard Copy	FREE
Information request handling policy	Hard Copy	FREE
Staff recruitment policies	Hard Copy	FREE
	Trust, Academy Website	
Pupil and curriculum policies, including:		
Home-school agreement	Academy Website	FREE
Curriculum	Academy Website	FREE
Sex education	Academy Website	FREE
Special education needs	Academy Website	FREE
Accessibility	Academy Website	FREE
Race equality	Academy Website	FREE
Collective worship	Academy Website	FREE
Pupil discipline	Academy Website	FREE





Records management and personal data policies	Trust, Academy	Refer to charging schedule
Information security	Trust, Academy	Refer to charging schedule
Records retention	Trust, Academy	Refer to charging schedule
Data Protection Policies	Trust, Academy or Hard Policy	FREE
Equality and diversity	Trust, Academy	FREE
(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)	Trust, Academy	FREE
Policies and procedures for the recruitment of staff – details of vacancies should be included	Trust, Academy	FREE
Charging regimes and policies	Academy	FREE
This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.		



Information to be published	How the information can be obtained	Charge
<p><b><u>Lists and Registers</u></b></p> <p>Currently maintained lists and registers only</p>	(Hard copy and / or website)	
Curriculum circulars and statutory instruments	Hard Copy	FREE
Disclosure logs	Hard Copy	Refer to charging schedule
Asset register	Hard Copy	Refer to charging schedule
Any information the Academy is currently legally required to hold in publicly available registers	Hard Copy	Refer to charging schedule

Information to be published	How the information can be obtained	Charge
<p><b><u>The services we offer</u></b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities for its academy's	Newsletter, Academy Website	FREE
Out of school clubs for its academy's	Newsletter, Academy Website	FREE
Academy publications	Newsletter, Trust, Academy Website	FREE
Services for which the Academy Trust is entitled to recover a fee, together with those fees	Hard Copy	FREE
Leaflets, booklets and newsletters	Newsletter, Trust, Academy Website	FREE



## Schedule of Charges

This schedule describes how the charges have been arrived at and should be published as part of the guide.

There will be no charge for the information provided via the Trust/Academy website. If the request is for hard copies (paper copies), charges will be made in line with the schedule below.

Type of Charge	Description	Basis of charge
Disbursement costs	Photocopying/printing @ 0.14p per sheet (black & white) *	Actual Cost
	Photocopying/printing @ 0.14p per sheet (colour)*	Actual Cost
	Paper	Actual Cost at the time of the request
	Postage	Actual Cost. Royal Mail standard 2nd class
Statutory Fee		Re-use of Public Sector Information Regulations (2015)  FOIA (2000) section 11(b)
Other		

\* the actual cost incurred by the Academy

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 line 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. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

## Dealing with Requests

Please clearly mark any correspondence “PUBLICATION SCHEME REQUEST”, which should also be the subject line of any request submitted by email).

If you require hard copy of any of the documents within the scheme, please contact the school by telephone or email for the attention of the School Office Manager.



## Other Written Requests

Information held by the Academy that is not published under this scheme may be requested in writing. Such requests will be considered under the provisions of the Freedom of Information Act (2000).

Requests must be made in writing. Please note that the Academy is not required to release information to which an exemption under the FOIA legitimately applies.

Request should be made to: **nicola.lea@zestacademytrust.co.uk**

## Exemptions

Under the Freedom of Information Act 2000, there are two categories of exempt information:

- **Absolute Exemptions** - do not require the Academy to consider disclosure in the public interest, and, with the exception of section 21, it is not required to state whether or not the information in question is held.
- **Qualified Exemptions** - require the Academy to consider the public interest in confirming or denying that the information exists and in disclosing the information.

Where the Academy is claiming an exemption under the Act, we will inform you of the specific exemption that we are claiming and why it applies, we will aim to do so, promptly, within 20 working days of the request being received.

The Academy will not publish the following information unless there is a legal obligation to do so:

- Any information on individual students, without their permission
- Any information on staff without their permission, other than that set down in our Publication Scheme
- Information that might threaten the health or safety of staff, students or the public
- Information that may threaten the commercial interests of the Trust
- Information that is intended for eventual publication
- Information of a genuinely confidential nature or covered by a claim of professional legal privilege
- Information on current legal proceedings
- Information whose publication is forbidden by law or by a court order
- Information that would prejudice the prevention or detection of crime or the prosecution of offenders
- Information relating to investigations being carried out by the Academy that may lead to criminal or civil proceedings



The right of access to personal information will continue to be dealt with under the Data Protection Legislation.

### Comments and Complaints

We welcome comments and suggestions you may have about the scheme. If you want to make any comments about the publication scheme, or if you require further assistance, or if you wish to make a complaint this should be addressed to:

**admin@waterloo.blackpool.sch.co.uk**

The Academy will acknowledge your complaint within 7 working days and endeavour to respond to your complaint within 20 working days of the acknowledgement.

If you are not content with the outcome of your complaint, and you feel that a formal complaint is necessary, this should be addressed to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 01625 545700

Web: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

