# Freedom of Information Policy

| Approved by: | Board of Trustees | Date: December 2022 |
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| Last reviewed on: | December 2022 | |
| Next review due by: | December 2024 | |
| Monitoring & Review | Board of Trustees; Local Governing Bodies | |
| Links | ICO's model publication scheme<br>Department for Education's guidance on what academies, free schools and colleges should publish online | |
| Responsible colleagues | Trust Lead for Data, Insight and Analysis;<br>Director of Estates and Facilities; Principals | |

## Contents

## 1. Aims

Summit Learning Trust is committed to its duties in the Freedom of Information Act 2000 ("the Act").

This policy sets out how we will uphold those duties, by proactively publishing – or otherwise making available as a matter of routine – the information set out in section four of this policy.

## 2. About this policy

This policy adopts the model publication scheme from the Information Commissioner.

## 3. Roles and responsibilities

### 3.1 Board of Trustees

The Board of Trustees has overall responsibility for ensuring the Trust complies with all relevant obligations to which it is subject under the Act.

### 3.2 Local Governing Bodies

Local Governing Bodies will scrutinise their academy's compliance with this policy, and with the Act and any associated guidance more broadly, where required.

### 3.3 Summit Learning Trust

Summit Learning Trust is responsible for:

- advising and supporting academies to meet their obligations under the Act;
- ensuring a consistent approach to freedom of information across the Trust; and
- maintaining records of any requests for information made under the Act.

### 3.4 Principals

Principals are responsible for:

- providing day-to-day leadership on issues regarding freedom of information within their academy; and
- appointing a colleague to act as the Operational Lead on issues about freedom of information within their academy, and ensuring they fulfil their duties (see section 3.5).

### 3.5 Operational Leads

Operational Leads are responsible for:

- acting as the academy's main contact with Summit Learning Trust on issues about freedom of information;
- ensuring their academy publishes – or otherwise makes available as a matter of routine – the information set out in section four of this policy;
- notifying Summit Learning Trust about any information requests they receive under the Act; and
- responding to information requests which relate to their own academy exclusively.

### 3.6    All Colleagues

All colleagues are responsible for:

- maintaining a broad awareness of the basic principles behind the Act;
- ensuring they can signpost people to find out more about how they can access information under the Act;
- cooperating with any reasonable request for involvement in responding to a request made under the Act; and
- notifying their Operational Lead or Summit Learning Trust if they:
  - have any questions about the operation of this policy;
  - have any concerns that this policy is not being followed; or
  - receive a request from an individual to exercise their rights under the Act.

## 4.  Categories of information we publish

| Who we are and what we do | | |
|---|---|---|
| **Item** | **Description** | **Publication Method** |
| Funding Agreement | Documents about the Trust's creation, including our Funding Agreement and Articles of Association [DfE] | Website |
| Governance Structure | Information about the Trust's governance structure [DfE] | Website |
| Trustees' Information and Duties | Information about our Trustees and their responsibilities [DfE] | Website |
| Values and Ethos | A statement on the Trust's values and ethos [DfE] | Website |
| Anti-Slavery Statement | A statement on anti-slavery and human trafficking | Website |
| Locations and Contact Details | Information about where we are based, some key contacts and how we can be contacted [DfE] | Website |
| Prospectus and Curriculum | Details about our curriculum, schemes of work and syllabuses currently used [DfE] [ICO] | Website |
| Session Times and Term Dates | Details about our session times and term dates [ICO] | Website |

| What we spend and how we spend it | | |
|---|---|---|
| **Item** | **Description** | **Publication Method** |
| Financial Statements | Details on our income and expenditure [ICO] | Website |
| Procurement and Contracts | Details about procedures used to acquire goods and services, and any contracts that go through a formal tendering process [ICO] | Website |
| Pay Policies | Information about our policy and procedures regarding pay for our teaching colleagues [ICO] | Website |
| Pay and Grading Structures | Information about our pay scales [ICO] | Website |
| Governors' Allowances | Details of allowances and expenses that can be incurred or claimed [ICO] | Website |
| Gender Pay Gap Report | Information about average earnings between our male and female colleagues | Website |
| Executive Pay | Statistical information about any colleagues whose benefits exceed £100,000 [DfE] | Website |
| Pupil Premium | Information about our pupil premium funding, including how we spend it and what impact it has [DfE] | Website |
| Recovery Premium (Schools only) | [DfE] if applicable | Website |
| PE and Sport Premium (Primary schools only) | [DfE] if applicable | Website |

| What our priorities are and how we are doing | | |
|---|---|---|
| Strategies and plans, performance indicators, audits, inspections and reviews | | |
| **Item** | **Description** | **Publication Method** |
| Performance Data Supplied to Government | Key performance information about our academies, including examination results [ICO] | Link to gov.uk |
| Latest Ofsted Report | A copy of the report from our academies' most recent Ofsted inspection [DfE] [ICO] | Link to Ofsted |
| Performance Management Information | Information about our policies and procedures for managing colleagues' performance [ICO] | Website |
| Self-Evaluation Forms (SEFs) | Information about how well we are doing based on our self-assessment | Website |
| Future Plans | Any major proposals for the future involving, for example, consultation on a change in school status [ICO] | Website |
| Safeguarding and Child Protection | The policies and procedures in place to ensure we exercise our functions to safeguard and promote the welfare of children in compliance with legislation and statutory guidance [ICO] | Website |
| Academy Improvement Plans | Information about work across the Trust to ensure our academies provide the best possible education | Website |
| Equality Objectives | Details about how we comply with the Public Sector Equality Duty [DfE] | Website |
| SEND Information Report | Details about how we implement our policy for learners with special educational needs and disabilities [DfE] | Website |

| How we make decisions | | |
|---|---|---|
| Decision-making processes and records of decisions. Current year plus previous three years | | |
| **Item** | **Description** | **Publication Method** |
| Admissions | Details about our admission arrangements and procedures, together with information about the right of appeal. Includes information on application numbers and patterns of successful applicants alongside the criteria on which applications were successful [ICO] | Link to BCC Link to SMBC Website for Sixth Form College |
| Minutes from Board of Trustees and its Committees' Meetings | Minutes, agendas and papers considered at such meetings, except for information that is private to the meeting [ICO] | Website |
| Academy Designation Criteria and Phase Support | Information about how we decide on the level of support provided to continually improve our academies | Website |

| **Our policies and procedures** | | |
| :--- | :--- | :--- |
| *Written protocols, policies and procedures for delivering our services and responsibilities. Current only.* | | |
| **Item** | **Description** | **Publication Method** |
| Academy Policies | Information about how we meet various duties such as on admissions, learner behaviour and complaints [ICO] | Website |
| Records Management and Personal Data Policies | Details about how we manage and protect information [ICO] | Website |
| Equality and Diversity Policies | Policies, schemes, statements, procedures and guidelines relating to equal opportunities [ICO] | Website |
| Recruitment Policies | Policies and procedures relating to recruitment [ICO] | Website |
| Charging and Remissions Policy | The activities or cases where we will charge parents and the circumstances in which those charges may be waived | Website |

| **Lists and registers** | | |
| :--- | :--- | :--- |
| **Item** | **Description** | **Publication Method** |
| Curriculum Circulars and Statutory Instruments | Statutory Instruments, departmental circulars and administrative memoranda sent to academy leaders concerning the curriculum. [ICO] | Website |

| **The services we offer** | | |
| :--- | :--- | :--- |
| **Item** | **Description** | **Publication Method** |
| Careers Programme | Information about careers guidance [DfE] | Website |

## 5. How to request information

Requests for information under the Act must be made in writing. Requests are accepted in several ways, including:

- by completing this web form;
- by emailing  enquiry@summitlearningtrust.org.uk; or
- by post, to:

> Summit Learning Trust
> c/o Ninestiles, an Academy
> Hartfield Crescent
> Birmingham
> B27 7QG

## 6. Fees

Any information published on our website is free to access in their existing format.

If we receive a request that means we incur significant costs – for example, in photocopying, printing or postage fees – then we may pass those costs on to the requester. In this case, we will inform the requester about those costs before we fulfil the request.

## 7. Complaints

If someone is unhappy with the way we handle their request, a complaint should be made in writing to:

Summit Learning Trust
c/o Ninestiles, an Academy
Hartfield Crescent
Birmingham
B27 7QG

Complaints should be made within two months of the date of our response.

Complaints will be considered by a senior person who was not involved in the handling the original request.

If someone is not satisfied with the outcome of their complaint, they can make a formal complaint to the Information Commissioner:

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

Helpline:      0303 123 1113
Website:      www.ico.org.uk