



**Document Control**

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### **Introduction**

The Freedom of Information Act (FOIA) gives a right of public access to information held by public authorities. It is a legal right for any person(s) to ask for access to information held by the Trust and its schools.

The FOIA seeks to promote a culture of openness and accountability amongst public sector bodies, and therefore improve public understanding of how public bodies (which includes the governing bodies of Trusts, academies and schools) carry out their duties, why they make the decisions they do, and how they spend public money.

Although the FOIA presumes openness, it recognises the need to protect sensitive information in certain circumstances and provides for exemptions.

The Olive Tree Primary School is committed to being open and transparent. We aim to publish as much information as possible online and in response to frequently asked questions.

### **Aims**

1. To set out how the Trust deals with Freedom of Information requests.
2. To make clear the classes of information which we publish or intend to publish.
3. To make clear the manner in which the information will be published.
4. To advise whether the information is available free of charge or on payment.
5. To support the mission, vision and values of the Trust and its establishments.

### **Who is responsible for this policy?**

The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Board of Trustees has delegated day-to-day responsibility for operating the policy to the Principal of The Olive Tree Primary School.

The Board of Trustees and Senior Leadership Team have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

### **Rights**

The Freedom of Information Act gives any individual the opportunity to request information which we keep. Statutory Guidance on the Act can be found at [www.ico.org.uk](http://www.ico.org.uk)

**How to request information**

Freedom of Information (FOI) requests should be submitted by e-mail to:  
headteacher@theolivetreeprimary.com

Requests made in writing should be sent to: Freedom of Information, The Olive Tree Primary School, Adelaide House, Adelaide Street, Bolton BL3 3NY.

In order to be valid an FOI request must: be in writing (this includes electronic requests); be legible; include the requester's real name; include an address for correspondence; and describe the information being requested.

### Publication scheme

The Trust's Publication Scheme reflects the Information Commissioner's model publication scheme. More information about publication schemes can be found on the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk)

This guide lists information which we have made a commitment to make available. Our aim is to make information available whenever we can legally do so, except where we consider release would cause significant harm. In such cases, we will withhold information under an appropriate exemption in the FOIA. We must also comply with the requirements of the Data Protection Act 2018 and respect the privacy of individuals. If the information required is not included in the publication scheme, individuals can still ask if we have it and, if so, request to see it.

Information available on our websites is free for anyone to access. A charge will be made for 'hard copy' documents in line with our charging policy, unless otherwise stated.

The following tables set out the details of the publication scheme.

**Table 1: Class 1 – Who we are and what we do (current information only)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Who's who in the school	Hardcopy Website
Who's who on the board of trustees and the basis of their appointment	Hardcopy School website
Contact details for the Principal and for the board of trustees via the school	School website
Articles of Association	Hardcopy School website
School prospectus (if any)	School website
Curriculum outline	School website
Annual Trustee Report	School website
School session times and term dates	School website
Location and contact information	School website

**Table 2: Class 2 – What we spend and how we spend it (current and previous financial year)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Annual budget plan	Hardcopy
Financial statements	School website
Capital funding	Hardcopy
Additional funding	Hardcopy
Pupil Premium funding	School website
PE and sport premium funding	School website
Procurement and contracts	Hardcopy
Pay policy	Hardcopy
Staffing and grading structure	Hardcopy

**Table 3: Class 3 – What our priorities are and how we are doing (current information)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report                             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Hardcopy School website
Appraisal Policy and procedures	Hardcopy
School future plans	Hardcopy
Safeguarding and Child Protection Policies	School website

**Table 4: Class 4 – How we make decisions (current and previous three years where applicable)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Admissions policy/decisions (not individual admission decisions)	School website Hardcopy
Agendas of meetings of the governing body	Hardcopy
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meetings.	Hardcopy

**Table 5: Class 5 – Our policies and procedures (current information only)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Policies including: Accessibility Policy Anti-Bullying Policy Behaviour Policy Data Protection Policy Charging and Remissions Policy Complaints Policy Special Educational Needs & Disability Policy Equalities Policy Equalities Statement Freedom of Information Policy and Publications Scheme Home-School Agreement Privacy Notice (Pupils, Pupils and Families) Privacy Notice (Workforce) Pupil Premium Policy Safeguarding (Child Protection) Policy Uniform Policy Confidential Reporting & Whistleblowing Policy	School websites Hardcopy

**Table 6: Class 6 – Lists and Registers (currently maintained lists and registers only)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Asset register	Hardcopy

**Table 7: Class 7 – The services we offer (current information only)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Enrichment activities	Hardcopy School website
School publications	Hardcopy School website
Services for which the school is entitled to recover a fee, together with those fees	School website



Leaflets, books and newsletters	Hardcopy School website
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**What happens when we receive a request?**

We will comply with timescales set by the Information Commissioner in responding to requests. If a request is particularly complex, we will assess how long it is likely to take to retrieve the relevant information. If it is more than 18 hours of staff time, we will levy a charge. In this case, we will write to advise the individual of the cost and they can decide whether to continue.

If the Trust receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.

Details of our charging policy are set out in Table 8.

**Table 8: Charging policy**

TYPE OF CHARGE	CHARGE	BASIS OF CHARGE
<b>Disbursement costs</b>	Photocopying/printing	10p per sheet (black & white)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Prescribed Costs</b>	Finding, sorting and editing of materials	Charged for in full for requests in excess of £450 at a standard rate of £25 per hour

### **Are there any exemptions?**

There are a range of exemptions that could apply, as allowed within the statutory guidance, for example if releasing information breaches commercial confidence or if there are other legal issues preventing disclosure. We will write to the individual if this applies.

Individuals requesting information have the right to appeal the decision in writing to The Olive Tree Primary School in the first instance and to the Information Commissioner's office if they think the decision is unreasonable.

### **Monitoring, evaluation and review**

The Board of Trustees will monitor the operation and effectiveness of arrangements referred to in this policy at The Olive Tree Primary School.

The Board of Trustees will review this policy every two years in consultation with the Senior Leadership Team.