

All Saints Schools Trust



Freedom of Information Publication Scheme 2018 - 22

	Date	Signed
Agreed by Trust Board:	July 2018	Chair of Board James Hargrave
Lead:	HR Committee	
Review date:	July 2022	

Freedom of Information Act 2000: Publication Scheme

Rationale:

One of the aims of the Freedom of Information Act 2000 is that public authorities, including schools, should be clear and proactive about the information they will make public.

Aim:

The aim of this policy is to produce a publication scheme, setting out:

- ☐ The classes of information which the school publish or intend to publish
- ☐ The manner in which the information will be published; and
- ☐ Whether the information is available free of charge or on payment.

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

Responsibility:

The Trust is responsible for the maintenance of this scheme.

Categories of Information Published:

The Publication Scheme provides guidance to information which the Trust/schools currently publish (or have recently published) or which will be published in the future. This is split into categories of information known as 'classes'.

The classes of information which the Trust/schools undertake to make available are organised into four broad topic areas:

- ☐ School prospectuses
- ☐ Governing Body/Trust documents
- ☐ Pupils and curriculum
- ☐ Trust/school policies

How to Request Information:

If you require a paper version of any of the documents within the scheme, please contact the Trust by telephone, email or letter. Contact details are available on the Trust website.

To help us process your request quickly, please clearly mark any request **‘PUBLICATION SCHEME REQUEST’** (in CAPITALS please).

Paying for Information:

Information published on our website is free although you may incur costs from your Internet service provider.

Single copies of information covered by this publication are provided free unless stated otherwise. 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, we will let you know the costs before fulfilling your request.

Feedback and Complaints:

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:

Chief Executive Officer
All Saints Schools Trust
c/o All Saints Church of England Primary School
Framlingham Road
Laxfield, Woodbridge, Suffolk
IP13 8HD

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
Wycliffe House
Water Lane
Wilmslow, Cheshire
SK9 5AF
0303 1231113 or 01625 545745
www.ico.gov.uk

Review:

This policy will be reviewed every 4 years.

Document History

Version	Date	Comments
Issue 1	July 2018	Adopted by ASST