



**KALEIDOSCOPE**  
Multi Academy Trust

# Freedom of Information Publication Scheme

This document follows the ICO Model Freedom of Information Publication Scheme

<b>Approved by:</b>	Trustee Board	<b>Date:</b> November 2024
<b>Last reviewed on:</b>	November 2022	
<b>Next review due by:</b>	November 2026	

## **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.

### **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 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.

## **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.

## **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.

# Guide to Information – Kaleidoscope MAT



<b>Class 1 – who we are and what we do</b>		
<small>(current organisational information, structures, locations and contacts)</small>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who in the school	Website of relevant academy Hard copy on request – contact school	Free See schedule of charges
Who's who on the governing body / board of governors	Website of relevant academy Hard copy on request – contact school	Free See schedule of charges
Articles of Association	Trust website Hard copy on request – contact school	Free See schedule of charges
Contact details for School Leaders and the governing body	Website of relevant academy Hard copy on request – contact school	Free See schedule of charges
School prospectus (if any)	Website of relevant academy Hard copy on request – contact school	Free See schedule of charges
An outline of the school curriculum	Website of relevant academy Hard copy on request – contact school	Free See schedule of charges
School session times and term dates	Website of relevant academy Hard copy on request – contact school	Free See schedule of charges
Address of the school and contact details including email address	Website of relevant academy Hard copy on request – contact school	Free See schedule of charges
<b>Class 2 – what we spend and how we spend it</b>		
<small>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit – current and previous financial year as a minimum)</small>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements (annual accounts)	Trust website	Free
Capital funding	Hard copy on request – contact school	See schedule of charges
Financial audit reports	Hard copy on request – contact school	See schedule of charges
Procurement and contracts – details of procedures used for acquisition of goods and services following formal tendering process	Hard copy on request – contact school	See schedule of charges
Pay policy	Trust website Hard copy on request – contact school	Free See schedule of charges
Staff allowances and expenses policy	Trust website Hard copy on request – contact school	Free See schedule of charges
Staffing pay and grading structure by staff type	Hard copy on request – contact school	See schedule of charges

Governors and Trustees allowances policy	Trust website Hard copy on request – contact school	Free See schedule of charges
<b>Class 3 – what our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews – current information as a minimum)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School profile	Website: <a href="https://get-information-schools.service.gov.uk">https://get-information-schools.service.gov.uk</a> Hard copy on request – contact school	Free See schedule of charges
Government supplied performance data	Website: <a href="https://www.compare-school-performance.service.gov.uk">https://www.compare-school-performance.service.gov.uk</a> Hard copy on request – contact school	Free See schedule of charges
Latest Ofsted report	Website of relevant academy Hard copy on request – contact school	Free See schedule of charges
Performance data	Website of relevant academy Hard copy on request – contact school	Free See schedule of charges
School's future plans (e.g. proposals and consultation) – if any	Website of relevant academy Hard copy on request – contact school	Free See schedule of charges
Child Protection and Safeguarding policy	Trust website Hard copy on request – contact school	Free See schedule of charges
Safeguarding procedures	Hard copy on request – contact school	See schedule of charges
<b>Class 4 – how we make decisions</b> (Decision making processes and records of decisions – current and previous three years as a minimum)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions – where applicable	Website of relevant academy Hard copy on request – contact school	Free See schedule of charges
Agendas and meetings of the governing body and committees – excluding confidential matters	Hard copy available on request – using the Contact Us link on the Trust website	See schedule of charges
<b>Class 5 – our policies and procedures</b> (Written protocols, policies and procedures for delivering our services and responsibilities – current information only; as a minimum must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Records management and personal data policies including: <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention, destruction and</li> </ul>	Trust website Hard copy on request – contact school	Free See schedule of charges

archive policies • Data protection (including information sharing policies)		
Charging and remissions policy	Trust website Hard copy on request – contact school	Free See schedule of charges
Other policies as outlined above	Trust website Hard copy on request – contact school	Free See schedule of charges
<b>Class 6 – lists and registers</b> (Currently maintained lists and registers only – not including the attendance register)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	Hard copy on request – contact school	See schedule of charges
Asset register	Inspection only – contact school	Free
Any information the school is legally required to hold in publicly available registers	Inspection only – contact school	Free
<b>Class 7 – the services we offer</b> (Information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses – current information only)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	Hard copy on request – contact school	See schedule of charges
Out of school clubs	Hard copy on request – contact school	See schedule of charges
Services for which the school is entitled to recover a fee, together with those fees	Hard copy on request – contact school	See schedule of charges
School publications, leaflets, books and newsletters	Hard copy on request – contact school	See schedule of charges

## SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge	Charge
Disbursement costs	Photocopying/printing (black & white)	Actual cost incurred by provider	0.002 pence per page
	Photocopying/printing (colour)	Actual cost incurred by provider	0.05 pence per page
	Postage	Actual cost of Royal Mail Standard Second Class Postage	As per Royal Mail published charges dependent upon size of letter e.g. standard/large

Please note that all Freedom of Information Requests will be dealt with under the appropriate legislation and within the time limit of 20 working days, unless exemptions or exceptions apply.



Approved by Kaleidoscope Trust Board

06/11/2024