

Freedom of Information

Approved by: Chief Executive **Date:** September 2019

Last reviewed: September 2019

Next review due by: September 2022

Contents

1. Introduction.....	Error! Bookmark not defined.
2.ICO Model Publication Scheme.....	2
3.Classes of Information.....	3
4.The method by which information published under this scheme will be made available.....	4
5.Charges which may be made for information published under this scheme.....	4
6.Written requests.....	5
7.Contact details.....	5
8.Guide to information available under the model publication scheme.....	6
Website addresses.....	7

1. Introduction

Every public authority must have a publication scheme, but the ICO has now created a model publication scheme that all public authorities must use. This is reproduced in section 2 below. The Diamond Learning Partnership Trust will deal with all requests raised with schools within the Trust, as well as directly to the Trust.

2. ICO Model publication scheme

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.

3. 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.

4. 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.

5. 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.

6. 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.

7. Contact Details

If you wish to ask about or make a request please contact the PA to the Chief Executive:-

Telephone: 01480 277490

Email: PA@diamondlearningtrust.com

Post: The Diamond Learning Partnership Trust

Winhills Primary Academy

Eynesbury

St Neots

PE19 2DX

8. Guide to information available under the model publication scheme

Information to be published	How it can be obtained	Cost
Who we are and what we do		
Who's who on the Diamond Learning Partnership Trust (DLPT) Board	DLPT website	No Charge
Local Governing Body(LGB) members for schools, where applicable	School website/Get Information About Schools website.	No Charge
Contact details for the school headteachers	School website	No Charge
School Prospectus	School website	No Charge
Staffing Structure	DLPT website	No Charge
School session times and term dates	School website	No Charge
What we spend and how we spend it		
Statutory audited accounts	DLPT website	No Charge
Capital funding	DLPT website	No Charge
Additional funding (eg Pupil Premium and PE Grant)	School website	No Charge
Procurement and contracts the school has entered into.	DLPT website	No Charge
Pay policy	DLPT website	No Charge
Staffing Structure	DLPT website	No Charge
What our priorities are and how we are doing		
School profile to include government supplied performance data, the latest Ofsted report and examination results	School website	No Charge
Performance Management policy and procedures adopted by the DLPT Board	DLPT website	No Charge
Safeguarding policies and procedures	School website	No Charge

Information to be published	How it can be obtained	Cost
How we make decisions		
Admissions policy/decisions (not individual admission decisions) – where applicable	School website	No Charge
Agendas and minutes of meetings of the Board and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	DLPT website	No Charge
Our policies and procedures		
Trust Policies that are applicable across the Trust and all the schools within the Trust	DLPT website	No Charge
Policies that are tailored specifically to individual schools	School website	No Charge

Website addresses

The Diamond Learning Partnership Trust <https://diamondlearningtrust.com/>

Middlefield Primary Academy <http://www.middlefield.cambs.sch.uk/>

Winhills Primary Academy <http://www.winhills-cambs.co.uk/>

Round House Primary Academy <http://www.roundhouseprimary.co.uk/>

Great Staughton Primary Academy <http://www.greatstaughton.cambs.sch.uk/>

Kimbolton Primary Academy <http://www.kimboltonprimaryacademy.cambs.sch.uk/>

Glebelands Primary Academy <http://www.glebelands.cambs.sch.uk/>

Thomas Eaton Primary Academy <http://www.thomaseatonschool.co.uk/website>

Leverington Primary Academy <http://www.leveringtonprimary.co.uk/>

Murrow primary Academy <http://www.murrowprimary.co.uk/>

Wintringham Primary Academy <http://www.wintringhamprimary.co.uk/>

Braybrook Primary Academy <https://www.braybrookprimary.co.uk/>

Roman Way Academy <https://www.romanway.herts.sch.uk/>