Castle Phoenix Trust

Freedom of Information

Trust Level Policy

Date effective	October 2024
Review Cycle	2 yearly
Review Date	September 2026
Date of Approval by Board	10 October 2024
Committee approved by	Trust Board
Author	Karen Steele – Deputy Head of Operations

Date	Notes
September 2022	**Refresh of policy**
September 2024	**Policy Review – no changes**

This is Castle Phoenix Trust's Publication Scheme
regarding information available under the Freedom of Information Act 2000

1. Introduction: what a publication scheme is and why it has been developed

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public. As a result, Castle Phoenix Trust have produced a publication scheme, setting out:

- *The classes of information which we 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.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form, some is available electronically on our website for you to download and print. Some information which we hold may not be made public, for example, personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office (ICO).

2. Aims and Objectives

The Trust aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work

This publication scheme is a means of showing how we are pursuing these aims.

3. Freedom of Information Publication Scheme

The Freedom of Information Act requires every public authority to have a publication scheme, which is approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The scheme must set out the public authority's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

To help Trusts and schools to do this, the ICO has developed a model publication scheme, the Trust has adopted the ICO version designed for academies.

The publication scheme is monitored annually by the Trust.

4. How to request information

If you require a paper version of any of the documents within the scheme, the request must be made in writing by email or letter, giving clear details of the information requested.

Written notice of any fee will be provided to the enquirer before any information is supplied.

Contact details are set out below:

Address:	Castle Phoenix Trust, Caludon Castle School, Axholme Road, Coventry, CV2 5BD
Telephone Number:	02476 444 822
Email:	enquiries@castlephoenixtrust.org.uk
Website:	www.castlephoenixtrust.org.uk
Contact for Requests:	Karen Steele – Deputy Head of Operations

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

If the information you're looking for is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requester's name and contact details; either postal address or email address for the response to be sent.

Requests for information will be met within **20 working days** of receipt. Requests for information that require the Trust to complete a public interest test will be met within **40 working days** of receipt.

5. Exemptions

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. We will only withhold information if it falls within the scope of one or more of these exemptions.

Complete files or documents will not be withheld just because part of the information is covered by an exemption. An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a "public interest" exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a nonabsolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate;
- promote the accountability of decisions taken by us and the spending and allocation of public money;
- bring to light matters of public safety;
- allows the public to understand and challenge decisions made by us;
- be otherwise in the public interest. Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

6. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If the Publication Scheme request or FOI request means that we do have to do a lot of photocopying or Castle Phoenix Trust Policy and Procedures printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. Payment may be requested prior to provision of the information.

7. 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 regarding information you have received or been refused then initially this should be addressed to the CEO of the Trust, Castle Phoenix Trust, Caludon Castle School, Axholme Road, Coventry, CV2 5BD.

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:
The Case Reception Unit Customer Service Team
Information Commissioner's Office
Wycliffe House
Water Lane Wilmslow
Cheshire
SK9 5AF
Enquiry/Information Line: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk

Appendix 1 – Publication Scheme for Castle Phoenix Trust

Class 1 – Who we are and what we do This will be current information only	
Information	**How the information can be obtained**
Who's who in the Trust and individual schools	Individual Trust and School websites
Who's who on the Trust Board / Local Governing Bodies and the basis of their appointment	Individual Trust and School websites
Articles of Association	Trust website
Contact details for the CEO and for the Governing Body	Individual Trust and School websites
Annual report	Trust website
School term dates	Individual Trust and School websites
Address of Trust and contact details, including email address	Trust website
Address of Schools and contact details, including email address	Individual Trust and School websites

Class 2 – What we spend and how we spend it Current and previous financial year as a minimum	
Information	**How the information can be obtained**
Pupil Premium – Academy Level Sports Premium – Academy Level Catch up funding – Academy Level Annual Accounts and Financial Statements – Trust Level Gender Pay Gap – Academy Level Master Funding Agreement – Trust Level	Individual school/Trust websites
Capital Funding	Upon request
Financial Audit Reports	Upon request
Details of expenditure items over £2000 – published at least annually but at more frequent quarterly or six-monthly intervals where practical	Upon request
Pay Policy	Upon request
Staff allowances and expenses that can be incurred or claimed, with totals paid to senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum (by reference to categories)	Upon request
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts by salary range	Upon request
Governors' allowances that can eb incurred or claimed, and a record of total payments made to individual Governors	Upon request

Class 3 – What our priorities are and how we are doing Current information as a minimum	
Information	**How the information can be obtained**
School profile (if any) And in all cases: • performance data supplied to the English Government or a direct link to the data • the latest Ofsted report • post-inspection action plan	Individual school websites
Performance management policy and procedures adopted by the Trust Board	Upon request
The Trust and School's future plans, for example, proposals for and any consultation on the future of the school, such as a change in status	Individual school websites when applicable
Safeguarding and Child Protection	Individual school websites

Class 4 – How we make decisions Current information and previous three years as a minimum	
Information	**How the information can be obtained**
Admissions policy	Individual school websites
Agenda and minutes of meetings of the Governing Body and its committees (NB this will exclude information that is properly regarded as private to the meetings)	Upon request

Class 5 – Our policies and procedures Current information only	
Information	**How the information can be obtained**
Records management and personal data policies, including: • Information security policies • Records, retention, destruction and archive policies • Data protection (including information sharing policies)	Trust website
Charging regimes and policies This should also include details of any statutory charging regimes	Trust website
All relevant statutory policies required to be published	Trust and Individual School websites

Class 6 – Lists and Registers Current information only	
Information	**How the information can be obtained**
Currently maintained lists and registers only (this does not include the attendance register)	
Curriculum circulars and statutory instruments	Individual school websites
Any information the school is currently legally required to hold in publicly available registers	Upon request

7 – The services we offer Current information only	
Information	**How the information can be obtained**
Extra curricular activities	Individual school websites
Out of school clubs	Individual school websites
Services for which the school is entitled to recover a fee, together with those fees	Individual school websites
School publications, leaflets, books and newsletters	Individual school websites or upon request
Additional Information Gender Pay Gap Report Apprentice Report	 Trust Website

Schedule of Charges
Where information is readily available via the website of an individual Academy or the Trust, we would encourage that enquirers locate and access information electronically where possible.

Type of Charge	Description	Basis of charge
Disbursement Cost	Photocopying/printing @2p per sheet (black and white) – may vary	Actual cost
	Photocopying/printing @2p per sheet (colour) – may vary	Actual cost
	Postage	Actual cost of Royal Mail 2nd Class