



# FREEDOM OF INFORMATION SCHEME

Guide to information available  
from RKST



# Freedom of Information Scheme

## Freedom of Information Act

This publication scheme commits Red Kite Schools Trust (RKST) 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 RKST and its member schools. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits RKST:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by RKST and falls within the classification below.
- To specify the information which is held by RKST 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 RKST 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 RKST that has been requested, and any updated versions it holds, unless RKST 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 are we and what do we do**

Organisational information, locations and contacts, constitutional and legal governance.

### **What do 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, inspection 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.



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## **List and registers.**

Information held in registers required by law and other lists and registers relating to the functions of RKST.

## **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**

RKST 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.

Obligation 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 RKST 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.



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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 schedule 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 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.

Requests for information should be submitted to

[office@cheshamgrammar.org](mailto:office@cheshamgrammar.org)

[office@watersideprimaryacademy.org](mailto:office@watersideprimaryacademy.org)

[office@ivingswoodacademy.org](mailto:office@ivingswoodacademy.org)



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Information to be published	How the information can be obtained
<b>Who we are and what we do</b>	
Articles of Association and Funding Agreements	Red Kite Schools Trust (RKST) website
Trust Board and Scheme of Delegation	RKST website
Local Governing Bodies	Each school's website
Who's who in the school, including the Headteacher and key staff	Each school's website
School prospectus	Each school's website – paper copy available on request
School session times and term dates	Each school's website
Address of school and contact details including email addresses	Each school's website
Exam results	Each school's website, as applicable

<b>What we spend and how we spend it</b>	
Audited accounts	RKST website
Annual budget plan and financial statements	On request
Capital funding allocated to academies	On request
Procurement and contracts: details of procedures used for the acquisition of goods and services; details of contracts that have gone through a formal tendering process	On request
Pay policy	On request
Staff allowances and expenses that can be incurred or claimed	On request
Pay and grading structure	On request





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<ul style="list-style-type: none"> <li>• Safer recruitment policy and procedure</li> <li>• Whistleblowing policy</li> </ul> <p><b>School website:</b></p> <ul style="list-style-type: none"> <li>• 16-19 Bursary Fund policy</li> <li>• Accessibility plan</li> <li>• Admissions policy</li> <li>• Anti-bullying policy</li> <li>• Assessment, marking and feedback</li> <li>• Attendance policy and procedures</li> <li>• Behaviour policy</li> <li>• Behaviour policy Covid-19 Addendum</li> <li>• Careers policy</li> <li>• Charging and remission policy</li> <li>• Child protection policy</li> <li>• Collective worship policy</li> <li>• Complaints policy</li> <li>• Curriculum policy</li> <li>• Drug policy</li> <li>• Equalities statement and objective – students</li> <li>• Exclusions policy</li> <li>• First aid policy</li> <li>• Health and safety policy</li> <li>• Homework policy</li> <li>• Looked after children and PLAC policy</li> <li>• Online learning Covid-19 addendum</li> <li>• Process for emergency closure</li> <li>• Provider access policy</li> <li>• Pupil premium statement</li> <li>• Relationships education relationships and sex education RSE policy</li> <li>• Remote learning policy</li> <li>• Safer recruitment policy and procedure</li> <li>• SEND annual report</li> <li>• SEND policy</li> <li>• Supporting children with health needs who cannot attend school policy</li> <li>• Supporting students with medical conditions policy</li> <li>• Whistleblowing policy</li> </ul>	<p>Each school’s website, as appropriate</p>
<p><b>Lists and registers</b></p> <ul style="list-style-type: none"> <li>• Curriculum circulars and statutory instruments</li> </ul>	<p>On request On request</p>



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<ul style="list-style-type: none"><li>• Disclosure logs</li><li>• Asset register</li><li>• Any information academy is currently legally required to hold in publicly available registers</li></ul>	On request On request
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## The services we offer

Extra-curricular activities	Each school's website
School publications, newsletters	Each school's website

## Paying for information

Any information contained on websites is free. If you request information which is not on website, there may be a cost to cover photocopying, postage etc

Type of charge	Description	Basis of charge
Disbursement costs	Photocopying/printing @ 5p for black and white and 8p for colour	Actual cost
Postage	Royal Mail second class postage	Actual cost of postage

## Applying exemptions

A full list of exemptions can be found on the Information Commissioner's Office website.