



# Freedom of Information (FOI) Publication Scheme

<b>Recommending Body</b>	Performance and General Purposes Committee
<b>Approval Body:</b>	Trust Board
<b>Approval Date:</b>	9 May 2018
<b>Implementation Date:</b>	10 May 2018
<b>Review Date:</b>	Spring 2021
<b>Status:</b>	Approved
<b>Policy Version:</b>	2

## **1. Aim of the Publication Scheme**

This publication scheme follows a model prepared and approved by the Information Commissioner and will be valid from 10 May 2018 until further notice.

The publication scheme applies to Green Spring Education Trust (GSET) and Green Spring Academy Shoreditch (GSAS) and references to 'the Trust', 'the School' and 'the Academy' shall be taken to mean GSET and GSAS.

This publication scheme commits the Academy 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 Academy. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The publication scheme covers the Academy's commitment on the following points:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy and falls within the classifications below.
- To specify the information which is held by the Academy 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 Academy 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.

## **2. Classes of Information**

### **2.1 Who we are and what we do.**

This covers organisational information, structures, locations and contacts.

### **2.2 What we spend and how we spend it.**

This covers financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.

### **2.3 What our priorities are and how we are doing.**

This covers strategies and plans, audits, inspections and reviews.

### **2.4 How we make decisions.**

This covers the decision-making processes and records of decisions.

**2.5 Our policies and procedures.**

This covers current written protocols, policies and procedures for delivering our services and responsibilities.

**2.6 Lists and Registers.**

Information in currently maintained lists and registers.

**2.7 The Services We Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

**2.8 The classes of information will not generally include:**

- Information, the disclosure of which is prevented by law or is otherwise properly considered as protected from disclosure. This includes information protected by the Data Protection Act and General Data Protection Regulation.
- 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.

**3. Requests for information**

Information that is not published under the scheme can be requested in writing from the Freedom of Information Officer – the School Business Manager, at the Academy's address.

All requests will be considered in accordance with the provisions of the Freedom of Information Act, General Data Protection Regulation and Data Protection Acts.

**4. Contact Details**

A copy of this publication scheme is available on the Green Spring Academy Shoreditch website – <http://www.gsacademyshoreditch.org.uk> – or a hard copy can be obtained by writing to the Office Manager or telephoning the number below.

Telephone number: 020 7920 7900

Green Spring Academy Shoreditch  
Gosset Street  
London  
E2 6NW

**5. Charges and provision of large amounts of information**

Information will in general be provided free of charge.

Where a large quantity of information is requested, we may ask you to be more specific in relation to what information your request relates to. We may refuse a request for information where we consider it to be manifestly unfounded or excessive.

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 the Academy is legally required to translate any information, it will do so.

Obligations under equality 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.

## Green Spring Academy Shoreditch

### The Data Protection Acts The Freedom of Information Act 2000 Guide to Information available under the Publication Scheme

Information to be published	How the information can be obtained
<p><b>General Principles</b> Information will in general be provided free of charge. Where a large quantity of information is requested, we may ask you to be more specific in relation to what information your request relates to. We may refuse a request for information where we consider it to be manifestly unfounded or excessive</p>	
<p><b>1. Who we are and what we do</b> (organisational information, structures, locations and contacts)</p>	
<p>Academy Funding Agreement See Trust Website – <a href="http://www.greenspringeducationtrust.org.uk/wp-content/uploads/2015/04/Funding-Agreement.pdf">http://www.greenspringeducationtrust.org.uk/wp-content/uploads/2015/04/Funding-Agreement.pdf</a></p>	Academy website – or hardcopy
<p>Academy prospectus</p>	Academy website or hard copy
<p>Board of Governors – name and contact details and basis of appointment</p>	
<p>Contact details for the Head teacher</p>	
<p>Academy staff and structure – names of key personnel</p>	
<p>Academy session times and term dates</p>	
<p>Location and contact information – address, telephone, number and website</p>	Academy website or telephone Academy
<p>GCSE Results</p>	Academy website or hard copy
<p><b>2. What we spend and how we spend it.</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	Financial information, including the Annual Report and Accounts, can be viewed on the Academy website.
<p>Annual budget plan and financial statements</p>	As above.
<p>Annual income and expenditure return</p>	
<p>Capital funding – details of capital funding allocated to the Academy and information on related building projects and Other capital projects</p>	

<b>Information to be published</b>	<b>How the information can be obtained</b>
Additional funding – There is no source of additional funding in addition to that included in the annual budget plan.	Hard Copy
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.	
Pay policy – a statement of the Academy’s policy on procedures regarding staff pay.	Academy website or hard copy
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	
<b>3. What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews)</b>	Academy website or hard copy
Academy profile Government supplied performance data OFSTED report – summary and full report	
Performance management policy	
Academy Development Plan	
Child Protection policy	
Safeguarding policy	
Special Educational Needs policy	
Gifted and Talented students policy	
<b>4. How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years	
Admissions policy - arrangements and procedures and right of appeal	Hard Copy
Post 16 Admissions Policy	Academy website or hard copy
Governing Body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard Copy
<b>5. Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Academy website or hard copy
Academy Policies	Academy website or hard copy
Records management and personal data policies	Academy website or hard copy
<b>6. Lists and Registers</b> Currently maintained lists and registers only	

Curriculum circulars and statutory instruments <a href="https://www.gov.uk/government/publications?departments%5B%5D=department-for-education">https://www.gov.uk/government/publications?departments%5B%5D=department-for-education</a>	Links to Department for Education Publications
Disclosure logs	Academy website or hard copy
Any information the Academy is currently legally required to hold in publicly available registers Governors register of interests	Academy website or hard copy
<b>7. The Services We Offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy and/ or website; some information may only be available for inspection)
• Extra-curricular activities	
• Out of school clubs and activities	
• Academy publication - Word on the Street – the termly magazine	
• Leaflets, booklets and newsletters	Hard copy.