



Freedom of Information Policy and Publication Scheme

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Freedom of Information Policy and Publication Scheme

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1. Introduction

The Freedom of Information Act 2000 (FOIA) gives individuals the right to access official information from public bodies. Under the Act, any person has a legal right to ask for access to information held by the Hurst Education Trust (HET) or any of its Schools.

The Trust is the registered Data Controller, however, most information requested through a Freedom of Information will be stored at School level and therefore the terms “Trust” and “School” should be interchangeable throughout this policy.

2. Freedom of Information Requests

2.1. Scope

This Policy applies to all recorded information held by the HET, HET Schools or by a third party on HET’s behalf. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

Information is provided in two ways:

- It is mandatory to publish certain information [Publication Scheme](#)
- Any person is entitled to request information which subject to the application of exemptions must be provided free of charge.

The FOIA does not give people access to their own personal data. This should be made as a ‘subject access request’. Details can be found in the Trust’s Data Protection Policy.

The Environmental Information Regulations 2004 (EIR) provides public access to environmental information as defined in the Regulations. Any requests relating to environmental information will be dealt with in accordance with the EIR Code of Practice.

[environmental information regulations code of practice.pdf \(ico.org.uk\)](#)

2.2. Making a Request

Freedom of Information requests to the Trust must be made in writing (including email); they should include the name of the applicant and correspondence address (email addresses are allowed) and state what information is required.

Requests under Freedom of Information relating to a single school should be made to the Schools Data Protection Lead at the school concerned. Requests relating to the Trust or multiple academies within the Trust should be made to the Data Protection Officer (DPO) contactable via cfo@hurst.education.

2.3. What will happen when a FOI request is received

Requests could be addressed to anyone in the Trust; so all staff need to be aware of the process for dealing with FOI requests.

If the request relates to a single school the Schools Data Protection Lead is responsible for co-ordinating the request but should inform and take advice from the DPO. If the request relates to the Trust or to multiple academies within the Trust, the responsibility for co-ordinating the request lies with the DPO. The Headteachers or Data Protection Lead within each school will be involved in the request and will also be required to provide information to the DPO.

The Trust will respond to all requests in accordance with the procedures laid down in the ICO guidance [What should we do when we receive a request for information? | ICO](#)

2.4. Timescales

The Trust will respond to requests within 20 school days, or 60 working days if this is shorter. There are certain circumstances where extra may be allowed, these are explained in the ICO guidelines.

Where the Trust has notified the enquirer that a charge is to be made, the time period stops until the payment is received.

2.5. Fees

The Trust may charge a fee for providing the requested information. This will be dependent on whether the staffing and communication costs in complying with the request exceeds the 'cost limit'. The 'cost limit' is currently £450, with staff costs calculated at a fixed rate of £25 per hour. *(Full details can be found in the ICO guidance)*

If a request would cost less than the 'cost limit', then the Trust will only charge communication costs such as photocopying, printing and postage.

If the request would cost more than the 'cost limit', the Trust may: refuse the request, answer and charge a fee or answer and waive the fee.

If a fee is to be charged a fees notice will be issued and the information will not be sent until the fee has been received.

2.6. Refusal and Vexatious Requests

Requests can be refused under the following circumstances:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.
- The information is exempt from disclosure.

The ICO guidelines will be followed: [When can we refuse a request for information? | ICO](#)

If it is decided to refuse a request, the Trust will send a refusals notice.

2.7. Complaints/Appeals

If you are dissatisfied with the way the Trust has dealt with a FOI request a formal complaint should be made using the Trusts Complaints Policy. A copy is available on the Trust and Schools websites.

If you are still dissatisfied, then you can complain to the Information Commissioner's Office. This can be done by a live chat on the ICO website, calling the helpline on 0303 123 1113 or in writing to the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

3. Freedom of Information Publication Scheme

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner's Office (ICO).

The Hurst Education Trust (HET) and all schools in the HET have adopted the Information Commissioner's Office (ICO) [Model Publication Scheme](#) and follow the guidelines within it.

It has sections on:

- The Freedom of Information Act
- Classes of information
- The method by which information published under the scheme will be made available.
- Charges that may be made for information published under the scheme.
- Written requests.

4. Guide to Information

Schools are required to publish a guide to information alongside the publication scheme. This guide specifies:

- The documents available
- The format of the documents
- Any charges made for the information

This ICO template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do (information about us; our structures, locations and contacts) (current information only)		
Contact details postal and email address (if used). Where possible, named contacts with telephone number and email address	HET and School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Head teacher's contact details	School Website Available upon request – contact school office	Free
Who's who in the school/academy	HET and School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Who's who on the HET board of governors, selection criteria for appointment and contact details	HET Website and /or Hard copy: available upon request from the Trust Trust Contact Details	Free if on website; or if other see Schedule of charges
HET Trustees' contact details	HET Website and /or Hard copy: available upon request from the Trust Trust Contact Details	Free if on website; or if other see Schedule of charges
HET Trustee who's who	HET Website and /or Hard copy: available upon request from the Trust Trust Contact Details	Free if on website; or if other see Schedule of charges
Articles of Association	HET Website and /or Hard copy: available upon request from the Trust Trust Contact Details	Free if on website; or if other see Schedule of charges
Who's who on the Local Governing Body, selection criteria for appointment and contact details	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
School/Academy prospectus	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
School/Academy session times and term dates	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) (Current and previous financial year as a minimum)		
Annual budget and financial statements	HET Website and /or Hard copy: available upon request from the Trust Trust Contact Details	Free if on website; or if other see Schedule of charges
For academies: Annual accounts	HET Website and /or Hard copy: available upon request from the Trust	Free if on website; or if other see Schedule of charges

Information to be published	How you can obtain the information	Cost
	Trust Contact Details	
Capital funding	Hard copy – contact school office or request from the Trust Trust Contact Details	see Schedule of charges
Financial Audits reports	Hard copy – contact school office or request from the Trust Trust Contact Details	see Schedule of charges
Details of expenditure items over £5000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy – contact school office or request from the Trust Trust Contact Details	see Schedule of charges
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy: available upon request – contact school office	see Schedule of charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available upon request – contact school office	see Schedule of charges
For academies: Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Hard copy: available upon request from the Trust Trust Contact Details	see Schedule of charges
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available upon request – contact school office	see Schedule of charges
Procurement and contracts we have entered into	Hard copy: available upon request – contact school office	see Schedule of charges
Details of any premiums we receive such as Pupil premium.	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Class 3 – What we spend and how we spend it (Strategies and plans, performance indicators, audits, inspections and reviews) (Current information as a minimum)		
Annual Report	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Latest reports from regulators (Ofsted / Education and Training Inspectorate) - Summary - Full report - Post-inspection action plan	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Exam and assessment results	Website	Free
Performance tables	Website	Free
Careers programme information	Not Applicable	Not Applicable
The school’s/academy’s future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Any consultation will be published on the website	Free if on website; or if other see Schedule of charges

Information to be published	How you can obtain the information	Cost
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Website	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	see Schedule of charges
Class 4 – How we make decisions (Decision making processes and records of decisions) (Current and previous three years as a minimum)		
Admissions policy and, where applicable, admission decisions	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Inspection or Hard copy – contact school office or request from the Trust Trust Contact Details	see Schedule of charges
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) (Current information only)		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Safeguarding and child protection, including protecting children’s personal data	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Equality and Diversity	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Policies and procedures relating to recruitment and human resources	Hard copy: available upon request – contact school office	see Schedule of charges
Health and Safety Policy	Hard copy: available upon request – contact school office	see Schedule of charges
Special educational needs Policy and Information Report	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Pay Policy	Hard copy: available upon request – contact school office	see Schedule of charges

Information to be published	How you can obtain the information	Cost
Records management (Information security policies Records retention, destruction and archive policies)	Hard copy: available upon request – contact school office	see Schedule of charges
Data protection (including information sharing and CCTV usage policies)	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Charging regimes and policies	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Class 6 – Lists and Registers (Currently maintained lists and registers) (this does not include the attendance register)		
Curriculum circulars and statutory instruments	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
CCTV - Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Inspection only – contact school office	see Schedule of charges
Disclosure logs, ie information provided in response to FOIA/EIR requests	Inspection only – contact school office	see Schedule of charges
Asset register and Information Asset register	Inspection only – contact school office	see Schedule of charges
Any information we are currently legally required to hold in publicly available registers	Inspection only – contact school office	see Schedule of charges
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (Current information only)		
Extra-curricular activities	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Out of school/academy clubs	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges
Services for which we are entitled to recover a fee, together with those fees	Inspection only – contact school office	see Schedule of charges
Requests for paper copies of information	Hard copy: available upon request – contact school office	see Schedule of charges
Our publications, leaflets, books and newsletters	School Website and /or Hard copy: available upon request – contact school office	Free if on website; or if other see Schedule of charges

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying @20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation if required
Other		

* the actual cost incurred

5. Contact Details

Hurst Education Trust

Email: info@hurst.education

Telephone: 01273 836915

Address: Hurstpierpoint College, College Lane, Hurstpierpoint, West Sussex, Bn6 9JS

Website: [Hurst Education Trust - Excellence, Integrity and Togetherness](https://www.hurst.education)

Contact details for each of the HET schools can be found on their websites and there are also links to these on the HET website.

Document History:

Charging and Remissions Policy	
Policy Type:	Statutory – Trust Policy
Policy Source:	ICO guidance, Model Scheme; Definition Document and template guide to information
Model Policy Approval:	HET Trust Board
Review period:	3 Years

Date Reviewed	Amendments Made	Date Model Approved by Trust Board	Next Review Due
Mar 2024	New Trust Policy	27/3/2024	March 2027