

Freedom of Information Publication Scheme

RIDGEWAY EDUCATION TRUST

Approved by Trust Board: 08 December 2020

Review date: December 2022

This policy document applies to all schools and operations of the Ridgeway Education Trust.

RIDGEWAY EDUCATION TRUST

Ridgeway Education Trust (the "Trust"), including all its schools, is committed to making information about its operation and organisation generally available to the public, either through published documents (including those published on the Trust's and its schools' websites), or upon request.

In accordance with the Freedom of Information Act 2000 the Trust is required to have an approved Publication Scheme. The Trust has adopted the Model Publication Scheme prepared and approved by the Information Commissioner. This is attached at [Appendix 1](#).

In addition to the Publication Scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the Scheme. This information can be found in the Schedule of Available Information attached at [Appendix 2](#).

HOW TO ACCESS INFORMATION

The Trust will make available the information it holds whether or not listed in the Publication Scheme unless the information is identified as not being available under one of the exemptions provided for by the legislation.

Requests for information must be made in writing, by email or letter to one or the relevant contacts listed below. Any requests should include the enquirers name and correspondence address, state what is requested and be clearly marked "Freedom of Information Request".

Central Trust	Didcot Girls' School
www.ridgewayeducationtrust.co.uk Company Secretary Tel: 01235 514705 Email: headteacher@stbirinus.oxon.sch.uk Address: St Birinus School, Mereland Road, Didcot, OX11 8AZ	www.didcotgirls.oxon.sch.uk/ Tel: 01235 812092 Email: head.4139@didcotgirls.oxon.sch.uk Address: Manor Crescent, Didcot, OX11 7AJ
St Birinus School	Sutton Courtenay CofE Primary School
www.st-birinusschool.org.uk/ Tel: 01235 814444 Email: stbirinus@stbirinus.oxon.sch.uk Address: Mereland Road, Didcot, OX11 8AZ	www.suttoncourtenayprimary.co.uk/ Tel: 01235 848 333 Email: office.3243@sutton-courtenay.oxon.sch.uk Address: Bradstocks Way, Sutton Courtenay, Abingdon, OX14 4DA

APPENDIX 1: PUBLICATION SCHEME

This Publication Scheme commits the Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information set out below, where this information is held by the Trust and its schools. Additional assistance is provided to the definition of these classes in sector-specific guidance manuals issued by the Information Commissioner.

<https://ico.org.uk/media/fororganisations/documents/1235/definition-document-schools-in-england.pdf>

This Scheme commits the Academy:

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

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 Trust and its schools.

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

The Trust 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 the Trust and its schools, 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, the Trust and its schools 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 the Trust and its schools are legally required to translate any information, this will be done.

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.

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 Trust and its schools 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.

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 the Trust and its schools 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.

Trust Privacy Notices, cross-referenced for information

- Privacy Notice (RET pupils)
- Privacy Notice (RET workforce)
- Privacy Notice (RET members, trustees and governors)
- Privacy Notice (Test and Trace)

APPENDIX 2 – SCHEDULE OF INFORMATION AVAILABLE

Information available from the Trust and its schools under the Publication Scheme

Information to be published	How the information can be obtained	Charge
Class 1: Who we are and what we do Organisational information, structures, locations and contacts This will be current information only		
Trust and school staff and structure – names of key personnel and contact details	Website	No charge
Location and contact information – address, telephone number and website	Website or via reception	No charge
School session times, term dates and holidays	Website	No charge
Trust Funding Agreement and Articles of Association	Website	No charge
The remit and terms of reference of the Board and its committees (the Scheme of Delegation)	Website	No charge
Trust Board and Governing body – names of the Directors and Governors, the basis of their appointments and how to contact via the individual schools	Website	No charge
Trust Director and Governor most recent declare interests	Website	No charge

The attendance records of Trust Directors and Governors at meetings in the last full academic year	Website in the Annual Report and Financial Statements	No charge
--	---	-----------

School Prospectus	Website	No charge
-------------------	---------	-----------

Examination results – a link to the data on the Department for Education’s website	Website	No charge
--	---------	-----------

Ofsted reports	Website	No charge
----------------	---------	-----------

Information to be published	How the information can be obtained	Charge
<p>Class 2: What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</p> <p>This should be a minimum of current and the previous two years financial years accounts that have been filed with Companies House on our websites</p>		
Annual Report and Financial Statements	Website	No charge
Latest approved budget plan	Hard Copy Email	See Schedule of Charges Free
Capital funding – details of capital funding allocated to the Trust or its schools	Hard Copy Email	See Schedule of Charges Free
Information on the amount of pupil premium the Trust schools receive and how it is spent	Hard Copy Email	See Schedule of Charges Free
Procurement and contracts – details of procedures used for the acquisition of goods and services	Hard Copy Email	See Schedule of Charges Free
Pay policy – a statement of the Trust’s policy on procedures regarding teacher and support staff pay	Hard Copy Email	See Schedule of Charges Free
Governors’ allowances – details of allowances and expenses that can be claimed or incurred	Hard Copy Email	See Schedule of Charges Free

Information to be published	How the information can be obtained	Charge
<p>Class 3: What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.</p> <p>Current information should be published.</p>		
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	<p>Hard Copy Email</p> <p>Website</p>	<p>Schedule of Charges Free</p> <p>Free</p>
<p>Performance management policy</p>	<p>Hard Copy Email</p>	<p>No charge</p>
<p>Trust and School Development Plans</p>	<p>Trust - Hard Copy Email Schools - Website</p>	<p>No charge</p>
<p>Performance Indicators (included in the Annual Report & Accounts)</p>	<p>Website</p>	<p>Free</p>
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>Website</p>	<p>Free</p>

Information to be published	How the information can be obtained	Charge
<p>Class 4: How we make decisions Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria	Website	Free
Trust Board and Local Governing body meeting agendas, papers and minutes – information that is properly considered to be confidential will be excluded	Hard Copy Email	Schedule of Charges Free

Information to be published	How the information can be obtained	Charge
<p>Class 5: Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.</p> <p>Current information only</p>		

<p>Trust policies including:</p> <ul style="list-style-type: none"> • Acceptable use policy • Admissions statements • Charging and remissions policy • Freedom of Information policy • Gifts and hospitality • Health and Safety policy • Complaints procedure • Dealing with Allegations against Staff • Discipline and grievance policies (code of conduct, capability, grievance and allegations made against staff) • Lettings policy • Reserves policy • Transgender policy • Treasury management policy • Whistleblowing policy <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Accessibility policy & plan • Advanced learners • Anti-bullying • Assessment, marking and reporting • Attendance 	<p>Website</p>	<p>Free</p>
---	----------------	-------------

<ul style="list-style-type: none">• Behaviour• Bereavement guidance• Careers education information and guidance• Collective worship• Critical incident emergency management• Curriculum• Drugs and alcohol• Early entry• Educational visits• Environmental• Home-school agreement• International• Looked after children• Managing medicines• Online safety• PSHE and citizenship• Safeguarding and child protection• Safer recruitment• Sixth form bursary• Social networking• SEND• Supporting students with medical needs• Use of photos and videos images• Use of reasonable force <p>Records management and personal data policies</p> <ul style="list-style-type: none">• Data Protection policy• Privacy Notice		
--	--	--

<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> • Equality Information & Objectives • Policies and procedures for the recruitment of staff – details of vacancies should be included 		
<p>Policies relating to staff</p> <ul style="list-style-type: none"> • Appraisal policy for associate staff • Appraisal policy for teachers and headteachers • Dignity at work policy • Discretions policy • Driving at work policy • Emergency and special leave policy • Managing sickness absence for employees in schools • Parental leave • Pay policy – support staff • Pay policy – teachers and headteachers • Personal use of the internet policy • Redundancy policy • Risk management policy 	<p>Hard Copy Email</p>	<p>Free</p>

Information to be published	How the information can be obtained	Charge
-----------------------------	-------------------------------------	--------

Class 6: Lists and Registers		
Currently maintained lists and registers only		
Disclosure logs	Hard Copy Email	Schedule of Charges Free
Capital asset register	Hard Copy Email	Schedule of Charges Free
Any information the Academy is currently legally required to hold in publicly available registers THIS DOES NOT INCLUDE ATTENDANCE REGISTERS	Hard Copy	Schedule of Charges

Information to be published	How the information can be obtained	Charge
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	Website	Free
Out of school clubs	Website	Free
School publications	Website	Free
Services for which the Academy is entitled to recover a fee, together with those fees	Website	Free
Leaflets, booklets and newsletters	Hard Copy Website	Schedule of Charges Free

Schedule of Charges

This describes how the charges have been arrived at.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing: 10p per sheet (colour) 3p per sheet (black & white) Postage	Estimated cost to the Trust or its schools Estimated cost to Trust or its schools Actual cost of Royal Mail standard 2 nd Class
Statutory Fee		In accordance with the relevant legislation