



FOIA PUBLICATION SCHEME

**This policy applies to all the academies in
The Lionheart Educational Trust**

**Approved by Trust Board – September 2021-
September 2023**



1.0 Purpose

1.1 One of the aims of the Freedom of Information Act 2000 ('the Act') is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this the Lionheart Academies Trust ("the Trust") have adopted this publication scheme, this sets out:

- i) The classes of information which we publish or intend to publish;
- ii) The manner in which the information will be published; and
- iii) Whether the information is available free of charge or on payment

1.2 All information in our publication scheme is on our website to download and print off or is available in paper form. 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).

1.3 Information published by the Trust is split into categories of information known as 'classes'. These are contained in section four (4) of this scheme. The classes of information that we undertake to make available are organised into three broad topic areas:

- i) Information relating to the school and governing body – information published on the school website and in other governing body documents.
- ii) Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- iii) School Policies and other information related to the school – information about policies that relate to the school in general

2.0 Requesting Information

2.1 All information published under this scheme is available on our schools websites. If you require a paper version of any of the documents within the scheme, please contact:

Lionheart Educational Trust,
C/O Beauchamp City Sixth Form,
South Albion Street,
Leicester
LE1 6JL

Telephone: 0116 2729148

E-mail: FOIA@lionhearttrust.org.uk

2.2 If the information you're looking for isn't available via the scheme, you can still contact us to ask if we have it.

3.0 Paying for Information

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



3.2 If your request means that we have to do a lot of photocopying or 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. Where there is a charge this will be indicated on the Guide to Information Available table.

4.0 Classes of Information

4.1 Information related to the school and other information relating to the governing body

Articles of Association	<ul style="list-style-type: none"> ▪ The name of the trust ▪ The objects of the trust ▪ The manner in which the Trust Board is constituted ▪ Method of appointment, removal, disqualifications and suspension of Trustees and Members ▪ Roles of Trustees and Members ▪ Procedures for General Meetings, ordinary meetings, committees ▪ Clerking of the Trust ▪ Handling conflicts of interest
Minutes of meetings of Local Governing Bodies and the Trust Board and committees	<ul style="list-style-type: none"> ▪ Agreed minutes of meetings of the governing body and its committees [current and last full academic school year] <p>Note: Some information might be confidential or otherwise exempt from the publication by law, we cannot therefore publish this.</p>

4.2 Information related to Pupils and Curriculum Policies

Curriculum Summaries	Summary on the schemes of work and syllabuses currently used by the school
Sex & Relationships Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs and the school's SEND offer
Equal Opportunities Policy	Statement of policy for promoting equality
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. (Whole School Child Protection/Safeguarding Policy).
Behaviour Policy	Statement of general principles on behaviour and discipline
Anti-bullying Policy	Statement of general principles taken to prevent bullying within the school



4.3 Information related to school Policies and other information related to the school

Published Reports of Ofsted Referring Expressly to the School	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School Session Times and Term Dates	Details of school session and dates of school terms and holidays
Health and Safety Policy	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints Procedure	Statement of procedures for dealing with complaints
Performance Management Policy	Statement of procedures adopted by the governing body relating to the performance management of staff
Staff Conduct, Capability and Grievance	Statement of procedure for regulating conduct and capability of school staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to pay.
Staffing Structure	The School's plan for the implementation of any changes to its staffing structure following statutory review.
Curriculum Circulars and Statutory Instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the CEO, Head of School and Chair of Governors relating to the curriculum.
Admission Policy	Statement of the school's policy on admissions.



5.0 Overview of the Information Available and Costs

5.1 Class 1 – Who we are and what we do
(Organisational information, structures, locations and contacts)

Information to be published	Information Location	Cost
Who's who in the school	School Website	N/A
Who's who on the governing body and the basis of their appointment	School Website	N/A
Articles of Association	Hard Copy in School	Actual Cost (See Section 5.8)
Contact details for the CEO, Head of School and for the governing body	School & Trust Website	N/A
School Prospectus (Where applicable)	School Website	N/A
Staffing Structure	Hard copy in school	Actual Cost (See Section 5.8)
School session times and term dates	School Website	N/A

5.2 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)

Information to be published	Information Location	Cost
Annual budget plan and financial statements	Hard Copy in School	Actual Cost (See Section 5.8)
Capitalised funding	Hard copy in school	Actual Cost (See Section 5.8)
Additional funding	Hard copy in school	Actual Cost (See Section 5.8)
Procurement and projects	Hard copy in school	Actual Cost (See Section 5.8)
Pay Policy	Hard copy in school	Actual Cost (See Section 5.8)
Staffing and grading structure	Hard copy in school	Actual Cost (See Section 5.8)
Governors' allowances	Hard copy in school	Actual Cost (See Section 5.8)
Finance audit reports	Trust Website	N/A
Details of expenditure items over £2k – published at least annually but at a more frequent quarterly or six-monthly interval where procurement and contracts the school has entered into, or information	Hard copy in school	Actual Cost (See Section 5.8)



relating to/a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)		
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard Copy in school	Actual Cost (See Section 5.8)

5.3 Class 3 – What our priorities are how and how we are doing
(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	Information Location	Cost
Latest OFSTED Report	School Website	N/A
Performance Management Policy and procedures adopted by the governing body	Hard Copy in School	Actual Cost (See Section 5.8)
Schools future plans	Hard Copy in School	Actual Cost (See Section 5.8)
Policies and Procedures	School & Trust Website	N/A
Performance data or a direct link to it	School Website	N/A

5.4 Class 4 – How we make decisions (Decision making processes and records of decisions)

Information to be published	Information Location	Cost
Admissions policy/decisions (not individual admission decisions)	School Website	N/A
Agenda of meetings of the governing body and its sub-committees	Hard Copy in School	Actual Cost (See Section 5.8)
Minutes of meetings	Hard copy in school	Actual Cost (See Section 5.8)

5.5 Class 5 – Our Policies and Procedures
(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be published	Information Location	Cost
Curriculum summaries	School Website	N/A
Premises policies, including: <ul style="list-style-type: none"> ▪ Accessibility plan ▪ Disaster and emergency plan ▪ Health and safety, including risk assessments ▪ Lettings ▪ Security, including lone working 	Hard copy in school	Actual Cost (See Section 5.8)
Records management and personal data policies, including: <ul style="list-style-type: none"> ▪ Information security policies 	Hard copy in school	Actual Cost (See Section 5.8)



<ul style="list-style-type: none"> ▪ Records retention, destruction and archive ▪ Data protection 		
<p>Charging regimes and policies This includes details of any statutory changing regimes. Charging policies include charges made for information routinely published. It clearly states what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	School Website	N/A

5.6 Class 6 – Lists and Registers

Information to be published	Information Location	Cost
Curriculum circulars and statutory instruments	Hard Copy in School	Actual Cost (See Section 5.8)
Disclosure logs	Hard Copy in School	Actual Cost (See Section 5.8)
Asset register	Hard Copy in School	Actual Cost (See Section 5.8)
Any information the school is currently legally required to hold in publicly available registers Note: THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER	Hard Copy in School	Actual Cost (See Section 5.8)

5.7 Class 7 – The services we offer
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Information to be published	Information Location	Cost
Extra-curricular activities	School Website	N/A
Out of school clubs	School Website	N/A
School Publications	School Website	N/A
Services for which the school is entitled to recover a fee, together with those fees	School Website	N/A
Leaflets, books and newsletters	School Website	N/A

5.8 In all circumstances anyone requesting a hard copy of any document in the scheme will be charged the actual cost for producing the document. Photocopying will be charged at 1p per sheet for mono and 3p per sheet for colour copies. In the event that the Trust is required to send hardcopies through the post, the actual 2nd class cost of the consignment will be charged.

5.9 In all circumstances the requester will be given a fees notice before any costs are incurred.



6.0 Complaints

6.1 Complaints relating to breaches this policy will be managed and processed by the Trust's HR Team.

6.2 Complaints will be dealt with in accordance with the Trust's complaints policy. Complaints relating to information handling may be referred to the Information Commissioner (the statutory regulator).

6.3 All complaints of dissatisfaction should be addressed to:

Data Protection Officer
Lionheart Educational Trust,
C/O Beauchamp City Sixth Form,
South Albion Street,
Leicester
LE1 6JL

Telephone: 0116 2729148

E-mail: DPO@beauchamp.org.uk

7.0 Review

7.1 This policy will be reviewed periodically as it is deemed appropriate, to take account of changes in the law and guidance issued by the Information Commissioner. These reviews will be no less frequently than every two years. The policy review will be undertaken by the Director of IT for the Trust and ratified by the Trust Board.