

# The Four Stones Multi Academy Trust

## Freedom of Information publication scheme

### Version Control

**Policy author:** Ruth Allen  
**Policy approved by:** Finance, Audit and Risk Committee  
**Next policy review date:** Autumn 2023

Version	Date	Details
1.0	25 <sup>th</sup> Nov 2020	Re-written so that there is one policy for The Four Stones Multi Academy Trust

### 1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits The Four Stones Multi Academy Trust (MAT) and its constituent schools 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 MAT or its constituent schools. The scheme commits the MAT and its constituent schools:

- to proactively publish or otherwise make available as a matter of routine, information, including environmental information and falls within the classifications below.
- to specify the information which is held 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 MAT and its constituent schools make 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:** Organisational information, locations and contacts, constitutional and legal governance.

**2.2 What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**2.3 What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.

**2.4 How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**2.5 Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.

**2.6 Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of the authority.

**2.7 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.

All personal information is protected by the General Data Protection Regulation (GDPR) and therefore information considered personal and/or sensitive will not be able to be accessed via a freedom of information request. For further guidance on subject information requests, please refer to our 'Data protection policy'.

### 3. The method by which information published under this scheme will be made available

The MAT and its constituent schools will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where possible, information will be provided on the MAT or its constituent schools' websites. Information applicable to the constituent schools will be provided on their websites and information applicable to The Four Stones Multi Academy Trust will be provided on its 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, we 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.

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.

#### **4. 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 school 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.

#### **5. Written requests**

Information held by a public authority that is not published under this scheme can be requested by writing a letter or an email, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

#### **6. Contact details**

If you require a paper version of any information, or want to ask whether information is available please contact us by telephone, email, fax or letter. Contact details are set out below.

- For information held by The Four Stones Multi Academy Trust

Email: **office@thefourstonesmat.co.uk**

Tel: **01562 886213**

Contact Address: **Haybridge High School, Brake Lane, Hagley, Stourbridge, DY8 2XS**

- For information held by Haybridge High School

Email: **office@haybridge.worcs.sch.uk**

Tel: **01562 886213**

Contact Address: **Haybridge High School, Brake Lane, Hagley, Stourbridge, DY8 2XS**

- For information held by King Charles I School

Email: **office@kingcharles1.worcs.sch.uk**

Tel: **01562 512880**

Contact Address: **King Charles I School, Comberton Road, Kidderminster DY10 1XA**

▪ For information held by The De Montfort School

Email: **office@tdms.worcs.sch.uk**

Tel: **01386 442060**

Contact Address: **The De Montfort School, Four Pools Road, Evesham, WR11 1DQ**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme, you can still contact the MAT or its constituent schools to ask if we have it.