

Publication scheme

Freedom of Information Act

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 mentioned below, where this information is held by the trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the trust and falls within the classifications below.
- To specify the information which is held by the trust 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 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.
- To publish any dataset held by the trust that has been requested, and any updated versions it holds, unless the trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the trust is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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.

[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, 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, a trust 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 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.

[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 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 the trust, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the trust.

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 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.

Requests for information

Where the information is not published on our website, please contact:

Louise Robson

c/o Catcote Academy

Catcote Road

Hartlepool

TS25 4EZ

Email: louise.robson@catcote.co.uk

Telephone: 01429 264036

Please make the subject of your request 'Freedom of Information'

Information available

The information below is not an exhaustive list and intended as a guide only. The trust will make the information below available unless:

- we do not hold the information;
- the information is exempt under one of the Freedom of Information Act (FOIA) exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; we will provide a direct link to that information;

- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release. The trust will not comply with any freedom of information request that exceeds the statutorily imposed appropriate limit of £450.

Class 1 – Who we are and what we do (current information only)

Information	On website?	Charge?
Articles of Association	Y	N
Outline of curriculum	Y	N
School Prospectus	N	Y
Trustees and Members details	Y	N
Duties of Trustees	N	Y
Session times & term dates	Y	N
Contact details	Y	N

Class 2 – What we spend and how we spend it

Information	On website?	Charge?
Annual budget & financial statements – funding & expenditure	Y/N	N/Y
Financial audit reports	N	Y
Capital projects	N	Y
Procurement & contracts	N	Y
Staff allowances & expenses	N	Y
Staff pay & grading structures	N	Y
Trustee allowances	N	Y
Pupil premium and other financial support	Y/N	N/Y
TU facility time	N	Y

Class 3 – What are our priorities and how are we doing (current information only)

Information	On website?	Charge?
Performance data supplied to the Government	N	Y
Latest Ofsted report	Y	N
Performance management policy	N	Y
Future plans – major proposals	N	Y
Exam & assessment results	N	Y
Performance tables	Y	N
Data protection & other impact assessments	N	Y

Class 4 – How we make decisions

Information	On website?	Charge?
Admissions policy	Y	N
Admission decisions	N	Y
Minutes of meetings of the trustees and its committees	N	Y

Class 5 – Our policies and procedures

Information	On website?	Charge?
Trust policies and other documents	Y/N	N/Y

Records management and data protection	Y/N	N/Y
Equality & diversity	Y/N	N/Y
Safeguarding and child/vulnerable adult protection	Y/N	N/Y
Pay Policy	N	Y
Health & Safety	N	Y
Policies and procedures for HR and recruitment of staff	N	Y
Careers programme information	Y	N
Complaints procedures	Y	N
Charging & remissions policies	Y	N

Class 6 – Lists and registers

Information	On website?	Charge?
Curriculum circulars & statutory instruments	N	Y
CCTV	N	Y
Disclosure logs	N	Y
Asset register	N	Y
Publically available registers	N	Y

Class 7 – The services we offer

Information	On website?	Charge?
Extra-curricular activities	Y	N
Out of school clubs	Y	N
School publications	Y/N	N/Y
Services for which trust is entitled to recover a fee	N	Y
Leaflets, booklets and newsletters	Y/N	N/Y

Charges

Charges will be applied for:

- Photocopying and printing
- Cost of production (eg brochures etc)
- Cost of storage device / cost of viewing eg USB
- Postage and packing
- Any other fee in accordance with relevant legislation

Charges will be calculated based on actual cost

Last Updated (ICO): April 2022