


# Freedom Of Information Act Policy

**Issued: November 2017**  
**Reviewed: October 2020**  
**Next Review Due: Autumn 2023**



## **1.0 Introduction: What is a publication scheme is and why it has been developed?**

This publication scheme commits the Birmingham Diocesan Multi-Academy Trust (BDMAT) 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.

The scheme commits the trust:

- to proactively publish, or otherwise make available as a matter of routine, information, which is held by the trust and its schools and falls within the classifications below;
- to specify the information that 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; and
- to make this publication scheme available to the public.

## **2.0 Classes of Information**

The classes of information are:

### **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 Academy.

#### **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:

- the disclosure of information that 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 and/or is difficult to access for similar reasons, and will result in the cost of time associated to providing that information exceeding the statutory cap.

#### **3.0 The method by which information published under this scheme will be made available**

**3.1** BDMAT will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

**3.2** Where it is within the capability of the trust, statutory information will be provided on the 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 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.

**3.3** Information will be provided in the language in which it is held or in such other language that is legally required. Where BDMAT is legally required to translate any information, it will do so.

**3.4** 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.

#### **4.0 Charges which may be made for information published under this scheme**

**4.1** 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.

**4.2** 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.

**4.3** Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

**4.4** 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.

**4.5** 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.

## **5.0 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.

## **6.0 Contact Details**

If you require a paper version of any information, or want to ask whether information is available, please contact BDMAT by telephone, email or letter. Contact details are set out below or you can visit the Trust website at:

Tel: 0121 426 0403  
Email: [enquiries@BDMATschools.com](mailto:enquiries@BDMATschools.com)  
Address: BDMAT  
2<sup>nd</sup> Floor  
1 Colmore Row  
Birmingham  
B3 2BJ

To help us process requests quickly, any correspondence should be clearly marked "PUBLICATION SCHEME REQUEST".

## **7.0 Monitoring, Evaluation and Review**

BDMAT will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the trust and its schools.

**Annex 1: GUIDE TO INFORMATION AVAILABLE FROM BDMAT UNDER THE PUBLICATION SCHEME**

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
<p><b>Class 1 – Who we are and what we do</b>  <b>Organisational information, structures, locations and contacts</b> This will be current information only</p>		
Who’s who on the BDMAT Board and the basis of their appointment	BDMAT website	No charge
Governor details in accordance with Government legislation	School website	No charge
Contact details for the School Headteachers (named contacts where possible with telephone number and email address (if used))	BDMAT/School website	No charge
School Prospectus (optional)	School Website	No charge
Staffing	BDMAT/ School Website	No charge
School session times and term dates	School Website	No charge
<p><b>Class 2 – What we spend and how we spend it</b>  <b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b>            Current and previous financial year as a minimum</p>		

Statutory accounts	BDMAT website	No charge
Procurement and projects	BDMAT website	No charge
Pay policy	BDMAT website	No charge
Staffing and grading structure	BDMAT website	No charge
<b>Class 3 - What our priorities are and how we are doing</b>		
<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
<b>Strategies and plans, performance indicators, audits, inspections and reviews</b> Current information as a minimum		
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report – Summary and Full Report • Examination Results</li> </ul>	School website	No charge
Performance Management policy and procedures adopted by the BDMAT board.	BDMAT website	No charge
Safeguarding policies and procedures	School website	No charge

<p align="center"><b>Class 4 – How we make decisions</b></p> <p align="center"><b>Decision making processes and records of decisions</b></p> <p align="center">Current and previous three years as a minimum</p>		
Admissions Policy/decisions (not individual admission decisions)	School website	No charge
<p align="center"><b>Class 5 – Our policies and procedures</b></p> <p align="center"><b>Current written protocols, policies and procedures for delivering our services and responsibilities</b></p> <p align="center">Current information only</p>		
Academy policies including: <ul style="list-style-type: none"> <li>• Complaints procedure</li> <li>• Health and Safety</li> <li>• Equality and diversity (including equal opportunities) policies • Staff recruitment policies</li> </ul>	BDMAT website	No charge
<ul style="list-style-type: none"> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> </ul>	BDMAT website	No charge
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special Educational Needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> </ul>	School website	No charge



<ul style="list-style-type: none"><li>• Behaviour</li></ul>		
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Websites:

<b>Organisation</b>	<b>Website</b>
<b>Birmingham Diocesan Multi-Academy Trust</b>	<a href="http://www.BDMATschools.com">http://www.BDMATschools.com</a>
<b>St. Clement's Primary Academy</b>	<a href="http://www.stclemce.bham.sch.uk/website/home/74431">http://www.stclemce.bham.sch.uk/website/home/74431</a>
<b>St. George's Primary Academy (Edgbaston)</b>	<a href="http://www.stgeorgesb16.com/">http://www.stgeorgesb16.com/</a>
<b>St. George's Primary Academy (Newtown)</b>	<a href="http://www.stgnewtown.bham.sch.uk/">http://www.stgnewtown.bham.sch.uk/</a>
<b>St. Michael's Primary Academy, Handsworth</b>	<a href="http://www.stmich21.bham.sch.uk/">http://www.stmich21.bham.sch.uk/</a>
<b>Holy Trinity CE Primary Academy (Handsworth)</b>	<a href="https://www.htcepa.bham.sch.uk/home">https://www.htcepa.bham.sch.uk/home</a>
<b>Coleshill CofE Primary</b>	<a href="http://www.coleshillprimary.org.uk/">http://www.coleshillprimary.org.uk/</a>
<b>The Nethersole CofE Academy</b>	<a href="http://www.thenethersoleceacademy.co.uk/">http://www.thenethersoleceacademy.co.uk/</a>
<b>Austrey CofE Primary School</b>	<a href="http://www.austreyceprimaryschool.co.uk">http://www.austreyceprimaryschool.co.uk</a>
<b>Newton Regis CofE Primary School</b>	<a href="http://www.newtonregis-ce-school.co.uk/">http://www.newtonregis-ce-school.co.uk/</a>
<b>Warton Nethersole's CofE Primary School</b>	<a href="http://www.warton-nethersoles-ce-school.org/">http://www.warton-nethersoles-ce-school.org/</a>
<b>Woodside CofE Primary School</b>	<a href="http://www.woodside-ce-school.co.uk/">http://www.woodside-ce-school.co.uk/</a>
<b>Hawkesley Church Primary Academy</b>	<a href="http://www.hawkesley.bham.sch.uk/">http://www.hawkesley.bham.sch.uk/</a>
<b>Nonsuch Primary School</b>	<a href="http://www.nonsuch.bham.sch.uk/">http://www.nonsuch.bham.sch.uk/</a>
<b>Quinton Church Primary School</b>	<a href="http://www.quintonchurchprimary.co.uk/">http://www.quintonchurchprimary.co.uk/</a>
<b>St Margaret's CofE Primary School</b>	<a href="http://st-margarets-school.co.uk/">http://st-margarets-school.co.uk/</a>
<b>St. Michael's CofE Primary School (Bartley Green)</b>	<a href="http://www.stmicb32.bham.sch.uk/index.php">http://www.stmicb32.bham.sch.uk/index.php</a>

<b>Lady Katherine Leveson CofE Primary School</b>	<a href="https://www.ladykprimaryschool.co.uk">https://www.ladykprimaryschool.co.uk</a>
<b>Christ Church CofE Secondary Academy</b>	<a href="http://www.christchurchsecondary.org.uk">www.christchurchsecondary.org.uk</a>