



Cabot
Learning
Federation

Freedom Of Information Policy

V1.0 July 2015

History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
9 th July 2015	Whole document	Creation of policy	Not previously in place

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1 Policy Statement

- 1.1 The Cabot Learning Federation is fully committed to complying with the Freedom of Information Act 2000 (FOIA). The aim of the Freedom of Information Act is to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them. These rights will facilitate better understanding of how public authorities carry out their duties, why they make the decisions they do and how they spend public money.
- 1.2 It is a requirement of the Act that the federation operates a Publication Scheme which must be approved by the Information Commissioner. The federation has adopted a model Publication Scheme which has been approved by the Commissioner.

2 The Publication Scheme

- 2.1 The scheme provides information on the following:
- Who we are and what we do
 - What we spend and how we spend it
 - What our priorities are and how we are doing
 - How we make decision
 - Our policies and procedures
 - Lists and Registers
 - The services we offer
- 2.2 The information is published on the federation website in various formats and is also available in hard copy where indicated in the publication scheme.
- 2.3 The publication scheme adopted by the federation is included at Appendix 1.

3 Requests for Information

- 3.1 Information held by the Federation that is not listed in the publication scheme can be requested in writing and will be considered in accordance with the Freedom of Information Act. Please mark all such requests clearly with the words Freedom of Information Request.

Please address queries to:

Wendy Hellin
FOI Officer
Cabot Learning Federation
Federation House
King's Oak Academy
Brook Road
Kingswood

Bristol
BS15 4JT

Or by email to wendy.hellin@clf.cabot.ac.uk

4 Refusals

- 4.1 The Freedom of Information Act permits the federation to refuse to provide information where exemptions apply to the information requested. Exemptions include requests that are commercially sensitive or are vexatious or repeated requests. In these circumstances, the federation will outline the reasons for the refusal of information.

5 Fees

- 5.1 The Freedom of Information Act allows the federation to recover its costs for processing some elements of the request, including communication costs, photocopying, printing and postage. If the federation intends to recover such costs a fees notice will be issued to the requestor.

Freedom of Information Act Publication Scheme

Introduction

This document has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Model Publication Scheme in response to Section 19 of the Freedom of Information Act 2000.

The Model Publication Scheme provided by the ICO for schools and academies has been adopted by the Cabot Learning Federation with effect from April 2015.

The Model Publication Scheme provides a list of the information routinely published by academies which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- 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.

Guide to the Information Available from the Federation under the Publication Scheme

The table at Annex 1 details the information routinely published. Next to each category of information we have indicated the manner in which the information described will be available.

For items not routinely available the Federation will usually make a charge. This will be calculated on direct labour costs based on the time spent in researching and collecting the information which will be charged at a flat rate of £25 an hour, regardless of the actual costs per hour, and these costs will be charged if applicable.

There is no obligation to disclose information if the total cost calculated in this fashion exceeds £450. We will also charge ten pence plus VAT per photocopy or scanned document and/or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the Federation may waive the fee at its absolute discretion.

Confirmation of any payment due will be given prior to the information being provided. Payment will generally be requested prior to the provision of the requested information.

Written Requests

Information held by the Federation that is not listed in the publication scheme can be requested in writing and will be considered in accordance with the Freedom of Information Act. Please mark all such requests clearly with the words Freedom of Information Request.

Please address queries to:

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FOI Officer
Cabot Learning Federation
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Annex 1: GUIDE TO INFORMATION AVAILABLE FROM THE FEDERATION UNDER THE PUBLICATION SCHEME

Information to be published	How the information can be obtained (eg hard copy, website)
<p align="center">Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p align="center">This will be current information only</p>	<p align="center">website: www.cabotlearningfederation.net</p>
<p align="center">Who's who in the organisation</p>	<p align="center">website</p>
<p align="center">Contact details for the organisation</p>	<p align="center">website</p>
<p align="center">Staffing structure</p>	<p align="center">website</p>
<p align="center">Class 2 – What we spend and how we spend it</p>	
<p align="center">Cabot Learning Federation Annual Report and Accounts for the previous financial year</p>	<p align="center">website and hard copy</p>
<p align="center">Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
<p align="center">Cabot Learning Federation Aims, Vision and Strategy</p>	<p align="center">website and hard copy</p>
<p align="center">Ofsted Reports</p>	<p align="center">website and hard copy</p>
<p align="center">Examination Performance</p>	<p align="center">website and hard copy</p>

Class 4 – How we make decisions (Decision making processes and records of decisions)	
Minutes of the CLF Board of Directors	website and hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
HR Policies	website and hard copy
Safeguarding (Child Protection) Policy	website and hard copy
Health and safety policy	website and hard copy
Complaints procedure	website and hard copy
Data Protection policy	website and hard copy
Freedom of Information policy	website and hard copy
Privacy Notice	
Class 6 – Lists and Registers Currently maintained lists and registers only	
Cabot Learning Federation Statutory Books	hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	
Academies and Schools	website
Post-16	website
Teaching School	website
Maths Hub	website