



COLLABORATIVE EDUCATION TRUST

FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

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Collaborative Education Trust is committed to openness and transparency in its dealings with all persons and organisations and will act in accordance with the aims of the Freedom of Information Act 2000

What is the Freedom of Information Act?

It is legislation that gives an individual a right of access to recorded information held by public authorities.

There are two main responsibilities under the Freedom of Information Act 2000 (FoIA):

- to produce a 'Publication Scheme': a guide to the information held which is publicly available and
- to process individual requests for recorded information.

What is a publication scheme?

Public authorities must adopt a publication scheme approved by the Information Commissioner's Office (ICO). The publication scheme commits an authority to make information available as part of its normal business activities. It describes the types of information that a public authority should make routinely available and the ways it makes information available.

Collaborative Education Trust has adopted the ICO model publication scheme (Appendix 1). This is our legal commitment to routinely make available the kinds of information the ICO requires.

What categories of information are available through the Publication Scheme?

There are specifically seven classes of information available and most information that a public authority holds falls into one of them. The categories are:

Who we are and what we do.

Organisational information, structures, locations and contacts. This will include Articles of Association and Governor information; information about the curriculum; details of the school day and term dates; contact details for school staff. All of this information is available on the Trust school's website.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Information is available on the Trust website or can be requested from the Chief Financial Officer

What our priorities are and how we are doing.

Strategy and performance information, plans, audits, inspections and reviews. This will include the latest report from Ofsted, performance tables and exam results. Information is available on the Trust school's website or can be requested from the Chief Financial Officer.

How we make decisions.

Decision making processes and records of decisions. This will include our Trust School's admissions policies and minutes of Governors' meetings. Information is available on the Trust school's website or can be requested from the Chief Financial Officer.

Our policies and procedures.

Current written protocols, policies and procedures for delivering our services and responsibilities. This will include Trust school's policies which are available on the Trust school's websites or can be requested from the Chief Financial officer.

Lists and Registers

Information in currently maintained lists and registers. This information can be requested from the Chief Financial Officer.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. This may include extra curricular activities, school publications, newsletters. This information is available on the Trust school's websites or can be requested from the Chief Financial Officer.

- 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.

How is Collaborative Education Trust making this information available?

We are making the majority of information available free and through our Trust School's websites. Where the information is not available on our websites, requests can be made to jsmallwood@coedtrust.org

What if the information is not available from the Publication Scheme?

If there is something specific that is not already available, you can make an individual request under the legislation.

How do I make a Freedom of Information (FoIA) request?

Anyone is able to make a request for information. The legislation states it has to be made in writing, for example by email or letter and it *must* contain **all** of the following:

- the name of the applicant;
- an address for correspondence; and
- a description of the information sought.

You can send your request to:

Chief Financial Officer

Collaborative Education Trust

C/O Langley School

Kineton Green Road

Olton, Solihull

B92 7ER

or by email to: office@langley.solihull.sch.uk

Will there be a charge?

Collaborative Education Trust is allowed to recover the costs of printing, copying and postage and package and staff time to process the request

- The copying/ printing costs will normally be calculated at 5 pence per sheet of paper and 10 pence for double sided printed paper. However, there may be times when costs exceed this and you will be notified and a reason provided if this is the case.
- Staff time will be charged at £25 per hour.
- Postage will be charged at the actual cost incurred.

What happens after I have submitted a request?

Collaborative Education Trust will advise whether it holds the information, and must normally supply it within 20 working days. However, if your request is unclear and we need further details to establish if we hold the information, we may ask you for clarification. The time limit will stop and will not restart until we receive the additional detail from you.

Will I receive all of the information I request?

Not necessarily. Responses under this legislation are not just made to the requestor, but made to 'the whole world'. So there are exemptions within FoIA to ensure a proper balance is achieved between the right to know, the right to personal privacy and the delivery of effective government. If we apply any exemptions, we must explain why we have done so in our response.

What exemptions can be applied to a response?

There are a number of exemptions and a few examples are listed below:

- The cost of providing the requested information is more than £450 (this is equivalent to 18 hours of staff time);
- The information is already publicly available or it is due to be published;
- The request is for personal information.

What if I am not satisfied with the response I have received?

If you wish to request a review of our decision or make a complaint about how your request has been handled under FoIA, you should use the Trust's complaints procedure which is available on the Trust's website or on request from the Trust School. Complaints should be made within 20 days of receipt of the Trust's response. Any requests received after this time will be considered at the discretion of the Trust. If you are not content that your request or review has been dealt with correctly, you have a further right of appeal to the Information Commissioner's Office (ICO) for a decision:

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate).

Website: www.ico.org.uk.

ICO Model publication scheme

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- ☐ To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- ☐ To specify the information which is held by the authority 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 authority 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 authority that has been requested, and any updated versions it holds, unless the authority 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 public authority 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 authority.

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 authority 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 a public authority, 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 public authority 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.

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 authority 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.

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 public authority.

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 a public authority 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.