



'Stronger Together'

**The Leicester Academies
Charitable Trust (LACT)**

**Freedom of Information Act
Publication Scheme**

The Leicester Academies Charitable Trust
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Leicester Academies Charitable Trust

Freedom of Information Act Publication Scheme

This publication scheme has been adopted by the Leicester Academies Charitable Trust (LACT) on 9th September 2014, based on a model scheme prepared and approved by the Information Commissioner. The scheme will be valid until further notice.

This publication scheme commits the LACT 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 the LACT:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the LACT and falls within the classifications below.
- To specify the information which is held by the LACT 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 LACT 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.

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 LACT 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 LACT, 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, the LACT 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 LACT 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.

Written requests

Information held by the LACT 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. Charges will be made for answering requests, at a rate of £30 per hour plus 10p per A4 sheet. When a request is made, you will be advised of the cost of responding and the anticipated response date.

Please address any written request to the Chief Executive, Leicester Academies Charitable Trust, St. Martin's House, 7 Peacock Lane, Leicester LE1 5PZ, clearly marked "Freedom of Information". Written requests (similarly marked) can be made by email to:

ChiefExecutive@LACT-academies.com

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

Information to be published	How the information can be obtained	Charge
<p>Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>		
Academy Funding Agreements – a link to the document on the Department for Education’s website	Weblink via lact-academies.com	Free
Academy Orders	lact-academies.com	Free
LACT & school staff and structures – names of key personnel	Hard copy	Free
Directors – names and contact details of the directors and the basis of their appointment	lact-academies.com	Free
School session times, term dates and holidays	lact-academies.com	Free
Location and contact information – address, telephone number and website	lact-academies.com	Free
Contact details for the Headteacher and the Chair of the Local Governing Body	lact-academies.com	Free
Prospectus	lact-academies.com	Free
SATs results – a link to the data on the Department for Education’s website	Weblink via lact-academies.com	Free

Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>		
Annual budget plan and financial statements	lact-academies.com	Free
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hardcopy	Allocation – Free Supporting documents – £5 +10p/sheet
Additional funding – Income generation schemes and other sources of funding.	Hardcopy	Free
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hardcopy	£5 +10p/sheet
Staffing and grading structure	Hardcopy	Free
Pay policy – a statement of the LACT policy on procedures regarding teachers’ pay.	lact-academies.com	Free
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	lact-academies.com	Free

Information to be published	How the information can be obtained	Charge
<p>What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators</p> <p>Audits, inspections and reviews</p> <p>Current information should be published.</p>		
<p>School profile</p> <p>Government supplied performance data</p> <p>OFSTED report – summary and full report</p> <p>SIAMS report – full report</p>	<p>DfE/School websites:</p> <p>Weblinks via lact-academies.com</p>	<p>Free</p>
<p>Performance management information</p>	<p>Hardcopy</p>	<p>£5 + 10p/sheet</p>
<p>LACT future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	<p>Hardcopy</p>	<p>£5 + 10p/sheet</p>
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>lact-academies.com</p>	<p>Free</p>

Information to be published	How the information can be obtained	Charge
<p>How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policies - arrangements and procedures & right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	<p>Policies: Weblinks via lact-academies.com</p> <p>Data: Hardcopy</p>	<p>Free</p> <p>£5 + 10p/sheet</p>
<p>Directors', Committees' & Local Governing body meeting agendas, papers and minutes –private information will be excluded.</p>	<p>Minutes: lact-academies.com</p> <p>Agendas/papers: Hardcopy</p>	<p>Free</p> <p>£5 + 10p/sheet</p>

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>LACT/school policies including:</p> <p>Charging and remissions policy</p> <p>Health and Safety and risk assessment</p> <p>Complaints procedure</p> <p>Staff conduct policy</p> <p>Discipline and grievance policies</p> <p>Pay policy</p> <p>Staffing structure implementation plan</p> <p>Information request handling policy</p> <p>Staff recruitment policies</p>	<p>Policies & procedures adopted post-conversion are available at lact-academies.com</p> <p>Earlier policies carried forward on conversion, partially on schools' own websites, weblink at lact-academies.com;</p> <p>otherwise hardcopy</p>	<p>Free</p> <p>Free</p> <p>Free</p>
<p>Pupil and curriculum policies, including:</p> <p>Home-school agreement</p> <p>Curriculum</p> <p>Sex education</p> <p>Special education needs</p> <p>Accessibility</p> <p>Race equality</p> <p>Collective worship</p> <p>Careers education</p> <p>Pupil discipline</p>	<p>Policies & procedures adopted post-conversion are available at lact-academies.com</p> <p>Earlier policies carried forward on conversion, partially on schools' own websites, weblink at lact-academies.com;</p> <p>otherwise hardcopy</p>	<p>Free</p> <p>Free</p> <p>Free</p>
<p>Records management and personal data policies</p> <p>Information security</p> <p>Records retention</p>	<p>lact-academies.com</p>	<p>Free</p>

Information to be published	How the information can be obtained	Charge
Destruction and archive policies Data Protection policies	lact-academies.com	Free
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff – details of vacancies should be included	lact-academies.com	Free
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Hardcopy	Free

Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	DfE pages at Gov.uk	Free
Disclosure logs	Inspection only	Free
Asset register	Inspection only	Free
Any information the LACT is currently legally required to hold in publicly available registers	Inspection only	Free

Information to be published	How the information can be obtained	Charge
<p>The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Extra-curricular activities	Hardcopy	Free
Out of school clubs	Hardcopy	Free
School publications	Hardcopy	£5 + 10p/sheet or published price
Services for which the LACT/its schools are entitled to recover a fee, and details of fees	Hardcopy	Free
Leaflets, booklets and newsletters	Hardcopy	Free