

# **Laidlaw Schools Trust**

## **Freedom of Information Act**

### **Publication Scheme**

#### **Aim of the publication scheme**

The publication scheme covers the Trust's commitment on the following points:

- 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 that 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.

## **The Classes of Available Information**

- **Who we are and what we do.**  
Organisational information, structures, locations and contacts.
- **What we spend and how we spend it.**  
Financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.
- **What our priorities are and how we are doing.**  
Strategies and plans, audits, inspections and reviews.
- **How we make decisions.**  
Decision making processes and records of decisions.
- **Our policies and procedures.**  
Current written protocols, policies and procedures for delivering our services and responsibilities.

We would expect information in this class to be current only.

- **Lists and Registers.**  
Information in currently maintained lists and registers only.
- **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. This includes information protected by the Data Protection Act.
- 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.

## **Requests for information**

Information that is not published under the scheme can be requested in writing from the designated Freedom of Information Officer who is Jane Spence, CEO, Laidlaw Schools Trust, Suite 2, Level 3, St Nicholas Building, St Nicholas Street, Newcastle upon Tyne, NE1 1RF..

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

**Trust website**

[www.laidlawschoolstrust.com](http://www.laidlawschoolstrust.com)

**Charges**

Information, in most cases, can be downloaded from the website free of charge. A charge may be made for services to cover administrative costs such as photocopying and postage.

## Freedom of Information

### Guide to information available from Laidlaw Schools Trust under the publication scheme

Information to be published	How the information can be obtained
Who we are and what we do (Organisational information, structures, locations and contacts)  This will be current information only	Hard Copy/Website
Trust Master Funding Agreement and Academy Supplemental Funding Agreements	<a href="http://www.laidlaw-school-trust.com/about-us/documents-and-policies/">http://www.laidlaw-school-trust.com/about-us/documents-and-policies/</a>
Trust and Academy staffs and structures – names of key personnel	Hard Copy/Websites
Trustees and local Governors – names and contact details of the governors and the basis of their appointment	Hard Copy/Websites
School session times, term dates and holidays	Hard Copy/Websites
Location and contact information – address, telephone number and website	Hard Copy/Websites
Contact details for the Academy Principals	Hard Copy/Websites
Academy Prospectus	Hard Copy/Websites
GCSE results – a link to the data on the Department for Education’s website	<a href="https://www.gov.uk/school-performance-tables">https://www.gov.uk/school-performance-tables</a>

Information to be published	How the information can be obtained
What we spend and how we spend it	<p>Companies House website  <a href="http://wck2.companieshouse.gov.uk/7e140accad8b528d43639d0960c9062e/wcframe?name=accessCompanyInfo">http://wck2.companieshouse.gov.uk/7e140accad8b528d43639d0960c9062e/wcframe?name=accessCompanyInfo</a>  LST Website</p>
Annual budget plan and financial statements	Hard Copy
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard Copy
Additional funding – Income generation schemes and other sources of funding.	Hard Copy
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.	Hard Copy
Staffing and grading structures	Hard Copy
Pay policy – a statement of the Trust’s policy on procedures regarding teachers’ pay.	Hard Copy
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard Copy

Information to be published	How the information can be obtained
<p><b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	<p>Hard Copy Ofsted website <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></p>
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	<p><a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> <a href="http://www.dfe.gov.uk">www.dfe.gov.uk</a></p>
<p>Performance management information</p>	<p>Hard Copy</p>
<p>Trust's future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	<p>Hard Copy</p>
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>Hard Copy Trust website</p>

Information to be published	How the information can be obtained
<p><b>How we make decisions</b> (Decision making processes and records of decisions)</p>	<p>Hard Copy</p>
<p>Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	<p>Hard Copy Trust website</p>
<p>Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.</p>	<p>Hard Copy</p>
<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard Copy Trust website</p>
<p>Trust policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Discipline and grievance policies</li> <li>• Staff recruitment policies</li> <li>• Data Protection</li> </ul>	<p>Hard Copy</p>
<p>Pupil and curriculum policies, including</p> <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> </ul>	<p>Hard Copy</p>

<ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Pupil discipline</li> </ul>	
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff</li> </ul>	<p>Hard Copy Trust website</p>
Asset register	Hard Copy
Any information the Trust is currently legally required to hold in publicly available registers	Hard Copy
<p><b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Hard Copy Trust website</p>
Extra-curricular activities	Hard Copy
Out of school clubs	Hard Copy
School publications	Hard Copy
Services for which the Trust is entitled to recover a fee, together with those fees	Hard Copy
Leaflets, booklets and newsletters	<p>Hard Copy Trust website</p>

