



## Freedom of Information Policy

<b>DISTRIBUTION</b>	This is a Trust-wide policy.		
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<b>RATIFIED BY THE DIRECTORS OF THE FALLIBROOME TRUST</b>			
<b>POLICY REVIEW CYCLE</b>	3 YEARS		
<b>POLICY REQUIREMENT</b>	STATUTORY		

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The Fallibroome Trust (Company number: 07346144). A company incorporated as private limited by guarantee.  
Registered Office situated in England and Wales

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# INTRODUCTION

The Fallibroome Trust has adopted the model publication scheme for Academies prepared and approved by the Information Commissioner.

This publication scheme commits the Fallibroome Trust to make information available to the public as part of our normal business activities. The information covered is included in the classes of information section below and the published document ***FT-IT017 - Freedom of Information - Publication Scheme*** highlighting where this information is held by The Fallibroome Trust.

The scheme commits The Fallibroome Trust:

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

**The Fallibroome Trusts Freedom of Information officer is:**

The FOI Administration Team  
The Fallibroome Trust, Priory Lane, Macclesfield, Cheshire. SK10 4AF  
[info@FallibroomeTrust.com](mailto:info@FallibroomeTrust.com)

## PURPOSE

This policy aims to:

- Outline the procedure processes and compliance for Freedom of Information Act

## GOVERNANCE

The Local Governing Body is a committee of the Fallibroome Trust. The Local Governing Body will adopt and comply with all policies communicated by the Directors of the Trust. The Local Governing Body is responsible for setting out the policies and practices for staff. The Local Governing Body may delegate these matters to:

- The Principal/Head teacher;
- A sub-committee of the Local Governing Body; or
- A sub-committee and the Principal/Head teacher.

Where this procedure refers to the Local Governing Body representative this can be any one of the above.

## SCOPE

This procedure applies to all employees of the Fallibroome Trust. It is supported by several other Fallibroome Trust or Local School policies or guidelines, notably:

- FT-IT017 - Freedom of Information - Publication Scheme
- FT-IT018 - Freedom of Information - Request Handling

# CLASSES OF INFORMATION

The following classes of information are laid down by the Information Commissioner in the model publication scheme for Academies.

- **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 Fallibroome Trust's functions.
- **The Services we Offer**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information provided do not 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 PUBLICATION SCHEME

## THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

The guide to information available under the publication scheme is available as a separate document (FT-IT017 - Freedom of Information - Publication Scheme) and if published on the Fallibroome Trust website ([www.fallibroometrust.com](http://www.fallibroometrust.com)). The document indicates what information is covered by this scheme and how it can be obtained.

Wherever possible, information will be provided on the Fallibroome Trust's website or an individual Trust schools 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 request should be submitted to the Fallibroome Trusts Freedom of Information Officer via [info@fallibroometrust.com](mailto:info@fallibroometrust.com).

In exceptional circumstances, some information may be available only by viewing in person. In this case, requests must be made via the Fallibroome Trusts Freedom of Information Officer. 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 the Fallibroome Trust 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 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. Any charges made by the Fallibroome Trust 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 actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- Costs directly incurred because of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, are 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 will be requested prior to provision of the information.

## WRITTEN REQUESTS

Information held by the Fallibroome Trust that is not published under this scheme can be requested in writing. The provision of this information will be considered in accordance with the Freedom of Information Act. All requests made under the Freedom of Information Act must be directed to the Fallibroome Trusts Freedom of Information Officer via [info@fallibroometrust.com](mailto:info@fallibroometrust.com)

## COMPLAINTS

Any complaints about the operation of this policy will be dealt with in accordance with the Fallibroome Trust Complaints Policy. This can be found on the Fallibroome Trust website.

Complaints relating to The Fallibroome Trust's response to requests made under the Freedom of Information Act may be referred to the Information Commissioner who can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or at [www.ico.gov.uk](http://www.ico.gov.uk).