

Freedom of Information Policy

1. Rationale

Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained trusts, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

The classes of information which we publish or intend to publish; The manner in which the information will be published; and Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for trusts approved by the Information Commissioner.

2. Policy Statement

Aims and Objectives

The trust aims to:

enable every child to fulfil their learning potential, with education that meets the help every child develop the skills, knowledge and personal qualities needed for life and work and this publication scheme is a means of showing how we are pursuing these aims.

Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- Governance documents
- Pupils & Curriculum
- Trust Policies and
- other information related to the trust

How to request information

If you require a paper version of any of the documents within the scheme, please contact the trust by telephone, email, or letter.

Contact details are set out below:

Address: The Boleyn Trust, Tollgate Primary School, Barclay Road, London E13 8SA
Telephone: 020 7476 1848
Email: info@boleytrust.org

To help us process your request quickly, please clearly mark any correspondence “**FOI REQUEST**”

If the information you’re looking for isn’t available via the scheme, you can still contact the trust to ask if we have it.

Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to: The Chief Operations Officer, The Boleyn Trust, Tollgate Primary School, Barclay Road, London E13 8SA (info@boleytrust.org).

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner’s Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at: Information Commissioner
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website : www.informationcommissioner.gov.uk

3. Policy Status and Review

The Board of Trustees has agreed to this Policy and, as such, it applies to all Schools within the Trust. Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown below and re-circulated.

Date approved: September 2020
Review date: August 2024

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Chair of the Board of Trustees