



Crompton House
C of E Multi Academy Trust

Freedom of Information Publication Scheme

Approved by: Trust Board

Date: October 2023

Next review due by: October 2026

Freedom of Information

The Freedom of Information Act 2000 (FOI) came fully into force on January 1 2005. Under the Act, any person has a legal right to ask for access to information held by the Trust. They are entitled to be told whether the Trust holds the information, and to receive a copy, subject to certain exemptions.

The information which the Trust routinely makes available to the public is included in the Publication Scheme . Requests for other information will be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

The Act is fully retrospective, so that any past records which schools hold are covered by the Act. The DfE has issued a Retention Schedule produced by the Records Management Society of Great Britain, to guide schools on how long they should keep school records.

It is an offence to wilfully conceal damage or destroy information to avoid responding to an enquiry, so it is important that no records that are the subject of an enquiry are amended or destroyed.

Requests must be made in writing, (including email), and should include the enquirers name and correspondence address, stating what information is required. They do not have to mention the Act, nor do they have to say why they want the information. There is a duty to respond to all requests, telling the enquirer whether the information is held, and supplying any information that is held, except where exemptions apply. There is no need to collect data in specific response to a FOI enquiry. There is a time limit of 20 days excluding school holidays for responding to the request.

Obligations and Duties

The Trust, and its member schools, recognises its duty to:

- Provide advice and assistance to anyone requesting information. The Trust will respond to straightforward verbal requests for information and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act.
- Tell enquirers whether it holds the information they are requesting (the duty to confirm or deny) and provide access to the information we hold in accordance with the procedures laid down.

Publication Scheme

The Trust has adopted the Model Publication Scheme for Schools approved by the Information Commissioner. The Publication Scheme and the materials it covers are detailed below.

This publication scheme commits the Trust 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 Trust.

The scheme commits the Trust:

- 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 which 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 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 actual income and expenditure.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections, and reviews.

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 Trust.

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 Trust 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 Trust, information will be provided on our 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, we 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 the 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.

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 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 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 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.

How to request information

If you require a paper version of any information, or want to ask whether information is

available, please contact the relevant school by telephone, email, or letter. Contact details are set out below.

Crompton House Church of England School
Rochdale Road, Shaw, Oldham, OL2 7HS
Email: info@cromptonhouse.org
Tel: 01706 847451

Beal Vale Primary School,
Salts Street, Shaw, Oldham, OL2 7SY
Email: admin@bealvaleprimary.com
Tel: 0161 770 5752

St Hugh's Church of England Primary School
Wildmoor Avenue, Holts Village, Oldham OL4 5NZ
Email: info@st-hughs.oldham.sch.uk
Tel: 0161 770 7320

St Thomas Church of England Primary School
St Thomas Street, Werneth, Oldham OL8 1SE
Email: info@stthomaswerneth.oldham
Tel: 0161 633 0539

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST"

Feedback and Complaints

The Trust welcomes any feedback or suggestions about the scheme. Any comments about the publication scheme, if further assistance is required, or to make a complaint, correspondence should be addressed to:

K Newell, CEO, Crompton House Church of England Multi Academy Trust, Rochdale Rd, Shaw, Oldham, OL2 6YS

Formal complaints may be made on the following grounds:

- Dissatisfaction with the assistance provided by the Trust
- The initial complaint has not been resolved

Formal complaints 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: 0303 123 1113

Contact form: <https://ico.org.uk/global/contact-us/>

Website: <https://ico.org.uk/>