



## Published Guide to information

### Procedure for Freedom of Information Act Requests (FOIA)

- For all FOIA requests or to book a visit to the Trust Offices please contact [operations@mowbrayeducation.org](mailto:operations@mowbrayeducation.org) .
- Please include your name, address, telephone number, e-mail and information being requested and your preferred method of response with your request.
- All requests are managed initially via the Trust's Operation Team and therefore if your request relates to a specific school please state which school you are requesting information on as well.
- Your request will be acknowledged upon receipt. Please see our charging schedule below. We will confirm to you if a charge is likely to be payable to ascertain if you would like to continue with your request. All requests will be responded to within the 20 school day or 60 working days if this is shorter statutory time limit.
- There may be occasions when requested information cannot be supplied. We will confirm back to you if this applies to your request. You have a right to appeal the decision and your appeal will be considered by the Chief Executive of the Trust. If you are still not satisfied with the response given you can request that the decision is reconsidered by a panel of the Trust's Trustees. Once your appeal has been through the above process you have the right to contact the Information Commissioner's Office if you consider our decision is unreasonable [www.ico.org.uk](http://www.ico.org.uk) or write to:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire, SK9 5AF

**Policy Review** - This document will be reviewed every 2 years by the Trust's Operation Team.

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts - This will be current information only)	
Who's who in the Trust Who's who in each school	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Who's who on the Trust Board and basis of their appointment Who's who on the Local Governing Body for each school and basis of their appointment	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Articles of Association	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Contact details for the Trust Contact details for the Head teacher and for the local governing body	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
School prospectus (if any)	Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Trust Annual Report within Audited Accounts	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Staffing structure Trust  Staffing structure individual schools	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request  Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
School session times and term dates	Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Address of Trust and contact details, including email address. Address of individual schools and contact details, including email address.	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) - Current and previous financial year as a minimum	
Annual budget plan and financial statements	Hard copy on request
Capital funding	Hard copy on request
Financial audit reports	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Details of expenditure items over £2000, where practical.	Hard copy on request
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy on request
Pay policy	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Trustees/Members allowances that can be incurred or claimed, and a record of total payments made to individual Trustees/Members.	Hard copy on request

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) - Current information as a minimum	
School profile: <ul style="list-style-type: none"> <li>• Performance data supplied to the English or a direct link to the data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request Ofsted Reports - <a href="http://www.gov.uk/find-ofsted-inspection-report">www.gov.uk/find-ofsted-inspection-report</a> DFE - <a href="http://www.compare-school-performance.service.gov.uk/find-a-school-in-england">www.compare-school-performance.service.gov.uk/find-a-school-in-england</a>
Performance management policy and procedures adopted by the Trust Board	Hard copy on request
Performance data or a direct link to it	Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Safeguarding and child protection	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) - Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) – where applicable	Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Agendas and minutes of meetings of the Trust/Local Governing committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy on request

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) – Current information only	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Charging regimes and policies.	Trust website <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
<b>Class 6 – Lists and Registers</b> - Currently maintained lists and registers only (this does not include the attendance register).	
Curriculum circulars and statutory instruments	Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Disclosure logs (if any)	Contact <a href="mailto:operations@mowbrayeducation.org">operations@mowbrayeducation.org</a>
Asset register (if any)	Contact <a href="mailto:operations@mowbrayeducation.org">operations@mowbrayeducation.org</a>
Any information the school is currently legally required to hold in publicly available registers (if any)	Contact <a href="mailto:operations@mowbrayeducation.org">operations@mowbrayeducation.org</a>
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - Current information only	
Extra-curricular activities	Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Out of school clubs	Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Services for which the school is entitled to recover a fee, together with those fees	Contact <a href="mailto:operations@mowbrayeducation.org">operations@mowbrayeducation.org</a>

School publications, leaflets, books and newsletters	Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request
Extra-curricular activities	Individual school website accessed via <a href="http://www.mowbrayeducation.org">www.mowbrayeducation.org</a> / Hard copy on request

## Schedule of Charges

Type of charge	Description	Basis of charge
Disbursement costs	Website access	Free of charge unless otherwise specified
	Email and attachments	Free of charge unless otherwise specified
	Website printouts	Printout from the Trust/School websites or external websites are not provided
	Photocopying – information accessed in the Trust office	This can viewed free of charge and any photocopies can be made according to the scale charges below
	Photocopying/printing – A4 page - Black and white (single sided)	2p per page
	Photocopying/printing – A4 page - Colour (single sided)	4p per page
	Photocopying/printing – A3 page - Black and white (single sided)	4p per page
	Photocopying/printing – A3 page – Colour (single sided)	8p per page
	Postage	No charge will be made for standard Second class (Royal Mail). For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.
Administration Fees	Charges can, in accordance with the relevant legislation, legally be made for administration where a request will take a significant amount of staff time.	Such charges will be calculated at £25 per hour with a maximum limit of £450. We are within our statutory rights to refuse to comply with a request where the cost to provide it will exceed 18 hours. Guidance will be given to the requestor on how they could refine their request to make it less onerous. Alternatively, we may comply with the request for an extra charge which will be advised prior to starting the work. The fee will be payable in full before supplying the information. These charges will be reviewed every 2 years.