



FOI Publication Scheme

Company Secretary

Trust Finance and Resources Committee

Review History

Reviewed	Determined	Cycle	Review	Notes
Sum-17	Sum-17	1	Sum-18	Adapted from Coopers Policy Sum 17



Publication Scheme on information available under the Freedom of Information Act 2000
The Governing Body is responsible for the maintenance of this scheme.

1. Introduction

The aim of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all Academies, should be clear and proactive about information they will make public.

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

- The classes of information 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. Information in our publication scheme is either available to you on our website, to download and print off, or available in paper form. Some information which we hold may not be made public – e.g. personal information or commercially sensitive material. This will be specifically covered by the Data Protection Act.

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The Trust recognises the vital importance of social responsibility, competences, personal well-being and lifelong learning for all our students

Aims to work closely with parents, the community and business to achieve these key goals for every student
Expects that when our students leave, they will look back on their School days with fond memories and a real sense of achievement.

This publication scheme is a means of showing how we are pursuing these aims.

3. Categories of Information Published

The scheme covers information already published, or which we will publish in the future. This is split into categories of information known as “classes”. The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectus—information published in the school prospectus.



Governors' Documents—information published in the in the public governing body documents.

Teaching, learning and evaluation—policies that relate to teaching and learning including policies concerning curriculum issues, marking and self-supported study.

Finance, staffing and pupil well-being—policies that relate to school resources, staffing issues and the behaviour and well-being of pupils.

4. How to Request Information

You will find most of the information through our website.

If you require a paper version of any of the documents within the Scheme, please contact the School

- Coopers School: email (adm@coopersschool.com), fax 020 8295 0342 or letter.
- Mead Road Infant School: email (admin@meadroad.bromley.sch.uk) or letter

To help us process your request quickly, please clearly mark any correspondence (PUBLICATION SCHEME REQUEST). If the information you are looking for is not available via the Scheme and is not on the website you can still contact us to ask if we have it.

5. Paying for Information

Information published on our website is free, although you may incur costs from your internet service provided. If your request involves us in a lot of photocopying or printing or a large postage charge, we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ in the description box.

6. What information is exempt from disclosure?

FOIA sets out specific exemptions to the public right of access

The exemptions fall into two categories:

- Absolute exemptions - where the only question is whether the exemption applies.
- Qualified exemptions - where there is a duty to disclose the information, unless the public interest test applies. Under this test, Coopers must consider whether, in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In certain circumstances, an exemption will require Coopers to neither confirm nor deny that it has the requested information. For example, if someone requests information about the number of complaints made about an individual, a response stating that information relating to the request is held but will not be disclosed will itself disclose personal information (that complaints have been made against the individual). Therefore, in these circumstances, the relevant exemption allows Coopers to "neither confirm nor deny" that it holds the information.

Common exemptions

The exemptions that need to be considered most often under FOIA are for:

- Information accessible by other means: Although the requirement to provide advice and assistance will mean that Coopers will need to direct the applicant to the appropriate source of information. This exemption is absolute.



- Information that, if disclosed, would inhibit the free and frank provision of advice or exchange of views within public authorities: This exemption can only be applied by the "qualified person" at each of the schools.
- Personal information that is subject to data protection law: Although each school may redact a document, so that it can be disclosed without the personal information.
- Information supplied and held under a legal duty of confidence: Where disclosure would constitute an actionable breach of confidence. This exemption is absolute.
- Trade secrets and other commercially sensitive information: Where disclosure is likely to prejudice the commercial interests of any person (including Coopers itself). This exemption is qualified.

In general, very strong arguments against disclosure are needed to justify this exemption when considering the public interest.

7. 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: William Willett Learning Trust Secretary, Coopers School, Hawkwood Lane, Chislehurst, BR7 5PS or at rcarling@coopersschool.com.

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 51

E Mail: <https://ico.org.uk/global/contact-us/email/>

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