

**Djanogly Learning Trust**  
**Freedom of information Publication Scheme**

|                |                          |
|----------------|--------------------------|
| Department:    | Central Support Services |
| Author:        | Head of Governance       |
| Date of issue: | September 2013           |
| Date revised:  | December 2019            |
| Review date:   | December 2022            |

## **Djanogly Learning Trust Publication Scheme on information available under the Freedom of Information Act 2000**

The Board of Trustees of the Djanogly Learning Trust (“the Trust”) is responsible for the maintenance of this scheme.

This scheme follows the model approved by the Information Commissioner and sets out the classes of information which we publish or intend to publish, the format in which the information will be made available and whether the information is available free of charge or on payment.

### **1. Classes of information**

Information that is available under this scheme includes:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information which **will not** be made available under this scheme includes:

- 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.

## 2. How to request information

Requested documents under this scheme will be delivered electronically where possible, but paper copies can be provided by contacting the Trust using the contact details below.

To enable us to process your request quickly, please mark all correspondence:

**“FREEDOM OF INFORMATION REQUEST”**

Documents can be translated under disability legislation into accessible formats where possible.

Email: [FOI@djanogly.org](mailto:FOI@djanogly.org) - Please write **“FREEDOM OF INFORMATION REQUEST”** in CAPITALS in the subject box.

Tel: **0115 9421352**

Address: **Clerk to the Board of Trustees**

**Djanogly Learning Trust**

**Sherwood Rise**

**Nottingham**

**NG7 7AR**

### 3. Charges

Documents contained in this scheme are free to view if they are on the Trust/Academy websites.

Single paper copies are also available free of charge to parents and prospective parents of the Trust academies.

Charges may be made for actual costs incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

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 the provision of the information.

### 4. Classes of Information Currently Published

| Information to be published   | How the information can be obtained  |
|---|--|
| <b>Who the Trust is and what it does</b><br>This will be current information only | <b>Information obtained via a website is free of charge. Charges for hardcopy information will be advised on request</b> |
| Academy Funding Agreements (link to document on the DfE website)                  | DfE website  |
| Academy Orders (if applicable)  | Hardcopy   |
| Trust and Academy staffing structures – names of key personnel                    | Hardcopy   |

|  |               |
|--|---------------|
| Trustees/Directors/Governors – names and contact details and basis of appointments                                 | Trust website |
| Academy session times, term dates and holidays   | Trust website |
| Location and contact information – address, telephone number and website   | Trust website |
| Contact details for Board of Directors, Local Governing Bodies Principals, Headteachers and Director of Operations | Trust website |
| Academy prospectus   | Trust website |

| <b>What the Trust spends and how it will spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House)</b> | <b>How the information can be obtained</b>   |
|--|--|
|  | <b>Information obtained via a website is free of charge.<br/>Charges for hardcopy information will be advised on request</b> |
| Annual budget plan and financial statements  | Hardcopy   |
| Capital funding – details of capital funding allocated to academies along with information on related building projects and other capital projects   | Hardcopy   |
| Additional funding – income generation schemes and other sources of funding  | Hardcopy   |
| Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process   | Hardcopy   |
| Staffing and grading structure   | Hardcopy   |
| Staff allowances and expenses  | Hardcopy   |
| Pay policy   | Hardcopy   |

|   |   |
|---|---|
| Governors' allowances – details of allowances and expenses that can be claimed or incurred  | Hardcopy  |
| Academy profiles <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>Ofsted reports – summary and full report</li> </ul>                         | DfE and Ofsted websites   |
| Appraisal policy  | Hardcopy  |
| Future plans – any major proposals on safeguarding and promoting the welfare of children  | Hardcopy  |
| Safeguarding – policies and procedures on safeguarding and promoting the welfare of children  | Academy websites  |
| Admissions policy – arrangement and procedures and right of appeal – information on application and numbers and number of successful applicants by each oversubscription criteria | Academy websites  |
| Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded   | Hardcopy  |
| <b>The Trust's policies and procedures (current information only)</b>   | <p><b>How the information can be obtained</b></p> <p><b>Information obtained via a website is free of charge.</b><br/> <b>Charges for hardcopy information will be advised on request</b></p> |
| Charging and remissions policy  | Trust/Academy websites  |

|  |                        |
|--|------------------------|
| Health and safety policy and risk assessment | Trust website          |
| Complaints procedure                         | Trust/Academy websites |
| Staff conduct policy                         | Hardcopy               |
| Discipline and grievance policy              | Hardcopy               |
| Pay policy                                   | Hardcopy               |
| Staffing structure implementation plan       | Hardcopy               |
| Information security and handling policy     | Hardcopy               |
| Staff recruitment policy                     | Hardcopy               |
| Curriculum policy                            | Academy websites       |
| Sex Education policy                         | Hardcopy               |
| Special Educational Needs policy             | Academy websites       |
| Accessibility plan                           | Academy websites       |
| Equality plan                                | Trust website          |
| Collective Worship policy                    | Hardcopy               |
| Pupil Behaviour policy                       | Academy websites       |
| Records Retention policy                     | Hardcopy               |
| Data Protection policy                       | Trust website          |
| Recruitment policy                           | Hardcopy               |

| <b>Lists and Registers (currently maintained lists and registers only)</b> | <b>How the information can be obtained</b><br><br><b>Information obtained via a website is free of charge.<br/>Charges for hardcopy information will be advised on request</b> |
|--|--|
| Curriculum circulars and statutory instruments                             | Hardcopy   |
| Disclosure logs  | Hardcopy   |
| Asset register   | Hardcopy   |
| <b>The Services the Trust Offers (current information only)</b>            | <b>How the information can be obtained</b><br><br><b>Information obtained via a website is free of charge.<br/>Charges for hardcopy information will be advised on request</b> |
| Extra-curricular activities  | Academy websites   |
| Out of School Clubs  | Academy websites   |
| School Publications  | Academy websites   |

## 5. Feedback and Complaints

The Trust welcomes 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:

### **Clerk to the Board of Trustees**

**Djanogly Learning Trust**

**6 Sherwood Rise**

**Nottingham Road**

**Nottingham**

**NG7 7AR**

**Email:** [FOI@djanogly.org](mailto:FOI@djanogly.org) - Please write "**FREEDOM OF INFORMATION**" in CAPITALS in the subject box

If you are not satisfied with the assistance that you get or if the Trust has 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 or***

**Enquiry Line: 01625 545 700**

**Email:** [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

**Website :** [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)