



# Freedom of Information Publication Scheme

---

Document Control		
Date	Version	Comments
15/06/2020	2.0	RDE comments actioned



Title: UST Freedom of Information Publication Scheme

Procedure Code: TBC

Source: UST

Document Owner: Darren Kulesza-Smith

Review & Update By: Darren Kulesza-Smith

Advisory Committee: Audit Committee

Approval Committee: Trust Board

Date Approved: TBC

Date of Publication: TBC

Date of Next Review: July 2021

Required on Website: Yes

Document Control		
Date	Version	Comments
15/06/2020	2.0	RDE comments actioned



## Contents

1. Introduction .....	4
2. How to access information .....	4
3. Complaints .....	5
4. Further Information .....	5
5. Publication Scheme .....	6
5.1. Commitments of the ICO Publication Scheme.....	6
5.2. Classes of information .....	7
5.3. Methods of publication .....	7
5.4. Charges.....	8
5.5. Written requests .....	9
6. Schedule of Available Information .....	10
6.1. Class type 1 - Who we are and what we do.....	10
6.2. Class type 2 - What we spend and how we spend it.....	10
6.3. Class type 3 – What our priorities are and how we are doing.....	10
6.4. Class type 4 - How we make decisions. ....	11
6.5. Class type 5 - Our policies and procedures. (List or not list?) .....	11
6.6. Class type 6 - Lists and registers. ....	11
6.7. Class type 7 - The services we offer.....	11

Document Control		
Date	Version	Comments
15/06/2020	2.0	RDE comments actioned



## 1. Introduction

University Schools Trust (the “Trust” or UST) and its schools are committed to making information about its operation and organisation generally available to the public, either through published documents (including those published on the Trust’s and its schools’ websites), or upon request.

In accordance with the Freedom of Information Act 2000, the Trust is required to have an approved Publication Scheme. The Trust has adopted the Model Publication Scheme prepared and approved by the Information Commissioner’s Office.

In addition to the Model Publication Scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the Scheme.

## 2. How to access information

The Trust will make available the information it holds, whether or not the information is listed in the Publication Scheme, unless the information is identified as not being available under one of the exemptions provided for by the legislation. For further details regarding this please see the Trust’s GDPR Policy found on the various organisation websites.

Requests for information must be made in writing, by email or letter, to the Trust. In order to ensure the Trust is able to respond efficiently any request should be directed to the email or address below. Your request will then be redirected to the appropriate areas.

By email:

[info@ust.london](mailto:info@ust.london)

By letter:

Director of Data & Compliance  
University Schools Trust  
UST House  
Limehouse Causeway,  
London,  
Poplar,  
E14 8AQ

Alternatively, you may contact the Trust’s Data Protection Officer directly on [ig@connetix.co.uk](mailto:ig@connetix.co.uk) or via the contacts page on the organisations websites.

All requests should include the enquirers name and correspondence address, what information is required as specifically as possible and marked Freedom of Information Request.

Document Control		
Date	Version	Comments
15/06/2020	2.0	RDE comments actioned



### 3. Complaints

If you are unhappy with the response that you receive to your request, you should contact the Trust via any of the emails addresses above or by a letter to the address above marked with Freedom of Information Complaint.

If you are unhappy with the response to your complaint, you may ask the Trust to carry out an internal review by writing to the Chair of the Trust at the address given above. Your complaint or request for an internal review should be made within 40 days of the receipt of the original response and the Trust will aim to reply within 20 working days of receipt.

If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Information Commissioners Office. Their contact information can be found on their website: <http://www.ico.gov.uk>.

### 4. Further Information

More information about the Freedom of Information Act is available on the Information Commissioner's Office website at: <http://www.ico.gov.uk>.

Document Control		
Date	Version	Comments
15/06/2020	2.0	RDE comments actioned



## 5. Publication Scheme

### 5.1. Commitments of the ICO Publication Scheme

This publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits the UST 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 UST. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the UST:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the UST and falls within the classifications below.
- To specify the information which is held by the UST 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 UST makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the UST that has been requested, and any updated versions it holds, unless the UST is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Document Control		
Date	Version	Comments
15/06/2020	2.0	RDE comments actioned



## 5.2. Classes of information

- **Class type 1 - Who we are and what we do.**  
Organisational information, locations and contacts, constitutional and legal governance.
- **Class type 2 - What we spend and how we spend it.**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **Class type 3 - What our priorities are and how we are doing.**  
Strategy and performance information, plans, assessments, inspections and reviews.
- **Class type 4 - How we make decisions.**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Class type 5 - Our policies and procedures.**  
Current written protocols for delivering our functions and responsibilities.
- **Class type 6 - Lists and registers.**  
Information held in registers required by law and other lists and registers relating to the functions of the UST.
- **Class type 7 - 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.

## 5.3. Methods of publication

The method by which information published under this scheme will be made available

The UST 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 UST, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to

Document Control		
Date	Version	Comments
15/06/2020	2.0	RDE comments actioned



access the information by the website, the UST 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 UST 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.

#### 5.4. Charges

Charges which may be made for information published under 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 UST 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, however, if hard copies of these online materials are requested then the Trust reserves the right to charge for these.

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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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. If the cost of providing

Document Control		
Date	Version	Comments
15/06/2020	2.0	RDE comments actioned



the document is below £5.00 then the Trust will not normally charge for providing the information requested.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying or printing (B/W) @10p per page	Actual cost 10p
	Photocopying or printing (colour) @50p per page	Actual cost 50p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

### 5.5. Written requests

Information held by the UST 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.

Document Control		
Date	Version	Comments
15/06/2020	2.0	RDE comments actioned



## 6. Schedule of Available Information

### 6.1. Class type 1 - Who we are and what we do.

Information	Available from	Charge
Articles of Associations	UST Website	No Charge
Scheme of Delegation (including terms of reference)	UST Website	No Charge
Trust Funding Agreements	UST Website	No Charge
List of Trustees	UST Website	No Charge
Attendance details of Trustees for the last academic year	UST Website	No Charge
Trustee declarations of business and pecuniary interests	UST Website	No Charge
Contact details of the Chair of Trustees	UST Website	No Charge
List of School Governors	UST Website	No Charge
Attendance details of Governors for the last academic year	UST Website	No Charge
Governor declarations of business and pecuniary interests	UST Website	No Charge
Contact details of the Chair of the School Committees	UST & School Websites	No Charge
List of key personnel in the Trust	UST Website	No Charge
List of key personnel in the Schools	School Websites	No Charge
Location and contact information of each Trust site	UST & School Websites	No Charge
Academic results	School Websites	No Charge
Ofsted reports	School Websites	No Charge
UST Prospectus	UST Website	No Charge
School Prospectus	School Websites	No Charge
School session times, term dates and holidays	School Websites	No Charge
Values and Ethos Statement	UST & School Websites	No Charge

### 6.2. Class type 2 - What we spend and how we spend it.

Information	Available from	Charge
Trust annual report, financial statements and capitalised funding	UST Website	No Charge
Procurement and contracts	Upon Request	Charge
Pupil premium funding and spending plans	School Websites	No Charge
Year 7 Literacy and Numeracy funding and spending plans	School Websites	No Charge
PE funding and spending plans	School Websites	No Charge
Gender Pay Gap	UST Website	No Charge
Trust Pay Policy	Upon Request	Charge
Staff grading and structure	Upon Request	Charge
Trustee and Governor Allowances Policy	UST Website	No Charge

### 6.3. Class type 3 – What our priorities are and how we are doing.

Information	Available from	Charge
Future Plans / Strategy	UST Website	No Charge
Oftsed reports	School Websites	No Charge
Government performance tables	School Websites	No Charge
Government supplied data	School Websites (via links)	No Charge
Academic results	School Websites	No Charge
Performance management policy and procedures	Upon Request	Charge

Document Control		
Date	Version	Comments
15/06/2020	2.0	RDE comments actioned



Child protection and safeguarding policies	School Websites	No Charge
--	-----------------	-----------

#### 6.4. Class type 4 - How we make decisions.

Information	Available from	Charge
Admissions policy	UST Website	No Charge
Summary details regarding applications and appeals	Upon Request	Charge
Trust Board papers & minutes (excluding confidential items)	Upon Request	No charge
Committee papers & minutes (excluding confidential items)	Upon Request	No charge

#### 6.5. Class type 5 - Our policies and procedures.

Information	Available from	Charge
Trust-wide policies and documents	UST Website	No Charge
Local policies	School Websites	No Charge
Other policies not located on websites, as applicable	Upon Request	Charge

#### 6.6. Class type 6 - Lists and registers.

Information	Available from	Charge
Information legally required to be held in publicly available registers	Upon Request	No Charge
Asset register	Upon Request	Charge
Disclosure log	Upon Request	Charge

#### 6.7. Class type 7 - The services we offer.

Information	Available from	Charge
Curriculum approach and structure	School Websites	No Charge
Extra-curricular activities	School Websites	No Charge
Out of School clubs	School Websites	No Charge
Trust publications	Trust & School Websites	No Charge
Services where the UST receives a fee (i.e. lettings)	School Websites	No Charge

Document Control		
Date	Version	Comments
15/06/2020	2.0	RDE comments actioned



Document Control		
Date	Version	Comments
15/06/2020	2.0	RDE comments actioned