



NPAT FREEDOM OF INFORMATION PUBLICATION SCHEME

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1. REVIEW ARRANGEMENTS

This notice will be reviewed and updated as necessary if/when any changes are made to legislation that affect our Trust's practice.

2. INTRODUCTION

- 2.1 The Freedom of Information Act 2000 ("FOIA") requires public authorities, including academy trusts, to have a publication scheme approved by the Information Commissioner's Office (ICO) and to proactively make certain types of information available to the public as part of their normal business activities.
- 2.2. This scheme commits Northampton Primary Academy Trust (the "Trust") to:
 - 2.2.1. proactively publish or otherwise make available routinely, information held by us falling within the "Classes" set out below (see Section 2 and Appendix 1) in line with this scheme
 - 2.2.2. specify the information held and falls within the classes set out below
 - 2.2.3. explain 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
 - 2.2.4. review and update on a regular basis the information we make available under this scheme
 - 2.2.5. explain any fees to be charged for the provision of information
 - 2.2.6. publish information held by us that has been requested (unless not appropriate to do so)
 - 2.2.7. publish information (where reasonably practicable) in an electronic form that is capable of being re-used, and
 - 2.2.8. make clear where any information is a relevant copyright work and we are the only owner.
- 2.3. This scheme is based on the model publication scheme prepared by the Information Commissioners Office.

3. CLASSES OF INFORMATION

3.1 Who we are and what we do

- 3.1.1 Organisational information, locations and contacts, constitutional and legal governance.

3.2 What we spend and how we spent it

- 3.2.1 Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3.3 What our priorities are and how we are doing

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

3.4 How we make decisions

- 3.4.1 Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

3.5 Our policies and procedures

- 3.5.1 Current written protocols for delivering our functions and responsibilities.

3.6 Lists and registers

- 3.6.1 Information held in registers required by law and other lists and registers relating to the functions of the authority.

3.7 The services we offer

- 3.7.1 Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
- 3.7.2 The classes of information will not generally include: (a) Information the disclosure of which is prevented by law, or exempt under FOIA, or is otherwise properly considered to be protected from disclosure. (b) Information in draft form. (c) 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.

4. THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

4.1 The Trust will clearly indicate to the public what information is covered by this scheme and how it may be obtained.

4.2 Where it is within the capability of the Trust, 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 access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

4.3 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.

4.4 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.

4.5 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. CHARGES FOR INFORMATION AVAILABLE UNDER THIS SCHEME

5.1 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.

5.2 Material that is published and accessed on a website will be provided free of charge.

5.3 Charges may be made for information subject to a charging regime specified by Parliament (please see Appendix 3).

5.4 Charges may be made for actual disbursements incurred, such as:

5.4.1 Photocopying

5.4.2 Postage and packaging

5.4.3 The costs directly incurred as a result of viewing information.

5.5 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.

5.6 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.

6. WRITTEN REQUESTS

6.1 Information held by the Trust that is not published under this scheme may be requested in writing, when its provision will be considered in accordance with

the provisions of the FOIA. Further information about how to make a request under the FOIA is available via our Freedom of Information Policy.

7. CONTACT INFORMATION

7.1 If you require a paper version of any information covered by this scheme, or want to ask whether information is available, please contact:

7.1.1 Email: admin@npatschools.org

7.1.2 Letter: NPAT, Headlands Primary School, Bushland Road, Headlands, Northampton NN3 2NS.

APPENDIX 1 – GUIDE TO INFORMATION AVAILABLE FROM NORTHAMPTON PRIMARY ACADEMY TRUST

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Staff and structure – names of key personnel	NPAT website	No Charge
Members and Trustees – names and details.	NPAT website	No Charge
School Governance Committees (local governors)	School websites	No Charge
School session times, term dates and holidays	School websites	No Charge
Location and contact information – address, telephone number and website	NPAT Website School websites	No Charge
Contact details of the Headteachers and School Governance Committees	School websites	No Charge
School Prospectus	School websites	No Charge
Supplementary Funding Agreement	School websites	No Charge
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous two financial years as a minimum	(hard copy and/or website)	
Statutory Accounts	NPAT Website School websites	No Charge
Financial statements	NPAT Website	No Charge
Articles of Association	NPAT Website	No Charge
Master Funding Agreement	NPAT Website	No Charge
Pay policy – a statement of the Trust's policy on procedures regarding teacher's pay.	NPAT Website	
Class 3 – What our priorities are and how we are doing	(hard copy or website)	

(Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> ▪ Summary ▪ Full report 	School websites	No Charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	NPAT Website School websites	No Charge
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy – arrangements, procedures and the right of appeal (this does not include information about individual admissions decisions)	NPAT Website School websites	No Charge
Agendas of meetings of governors / trustees	Hard copy on request	No Charge
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Trust policies including: <ul style="list-style-type: none"> ▪ Subject Access Request Policy ▪ Whistle Blowing Policy ▪ Complaints Policy ▪ Equality and Diversity Policy ▪ Safeguarding and Child Protection Policy 	NPAT Website	No Charge
Pupil and curriculum policies, including: <ul style="list-style-type: none"> ▪ Curriculum ▪ Special Educational needs ▪ Equality ▪ Behaviour ▪ Accessibility 	School websites	No Charge
Records management and personal data policies, including: <ul style="list-style-type: none"> • Records retention and destruction policy 	NPAT Website	No Charge

• Data protection (including privacy notices and data breach policy)		
Equality and Diversity – Policies, schemes, statements, procedure and guidelines relating to equal opportunities	NPAT Website	No Charge
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Declaration of interests summary form	NPAT Website	No Charge
Scheme of Delegation	NPAT Website	No Charge
Trustee Tenure	NPAT Website	No Charge
NPAT schools Pecuniary Interests	NPAT Website	No Charge
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School websites	No Charge
Out of school clubs	School websites	No Charge
School publications	School websites	No Charge
Services for which the school is entitled to recover a fee, together with those fees	School websites	No Charge
Leaflets books and newsletters	School websites	No Charge

APPENDIX 2 – URLS FOR THE TRUST AND SCHOOL WEBSITES

Northampton Primary Academy Trust	www.npatschools.org
Abington Vale Primary School	www.abingtonvaleprimary.org.uk
Blackthorn Primary School	www.blackthornprimary.net
East Hunsbury Primary School	www.easthunsburyprimary.org.uk
Ecton Brook primary School	www.ectonbrook.org.uk
Headlands primary School	headlands.org.uk
Langland Community School	www.langland.milton-keynes.sch.uk
Lings Primary School	www.lings-primary.co.uk
Park Junior School	www.parkjuniorwellingborough.co.uk
Rectory Farm Primary School	www.rfps.org.uk
Simon De Senlis Primary School	www.simondesenis.org
Stanton Cross Primary School	www.stantoncrossprimary.co.uk
Thorplands Primary School	www.thorplandsprimary.org.uk
Upton Meadows primary School	uptonmeadowsprimary.org.uk
Weston Favell CE Primary School	www.wfps.org.uk

APPENDIX 3 – SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 8p per sheet (black & white)	Actual cost
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority