SHARE
MULTI-ACADEMY TRUST

FREEDOM OF INFORMATION POLICY & PROCEDURE

(Publication Scheme)

MAT Version	5.0
Name of Policy Writer	J Newson
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V5 – section 1 updated to include the publication of any dataset held by the authority that has been requested

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1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits SHARE Multi Academy Trust 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 trust and/or individual academies within it. The trust is guided by the Department for Education (DfE) in relation to statutory policies for schools and which of these should be published online. The trust is also required by law to adhere to the Freedom of Information Act (2000) outlining the requirements of public authorities to provide information upon request.

The scheme commits the trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the trust and falls within the classifications below.
- To specify the information which is held by the trust 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 trust makes available under this scheme.
- To produce a schedule of 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 authority that has been requested, and any updated versions it holds, unless the authority 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 Model publication scheme Model publication scheme Version 1.2 20151023 2 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.

2. Classes of Information

2.1 Who we are and what we do

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

2.2 What we spend and how we spend it

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

2.3 What our priorities are and how we are doing

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

2.4 How we make decisions

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

2.5 Our policies and procedures
Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers
Information held in registers required by law and other lists and registers relating to the functions of the trust.

2.7 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.

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

The trust 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 trust, information will be provided on our website and on the websites of the individual academies. 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.

In exceptional circumstances some information may be available only by viewing in person. Where this is the case, 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 an authority 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.

4. 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 trust/academy 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.
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 it is legally permitted to do so. This includes the general principles of the right of access to information held by public authorities. Charges will be justified and in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

5. Written requests

Information held by a public authority 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 (2000).

All written requests will be responded to within the legal timeframe set out within the legislation. The Trust has a set of guidelines for handling all FOI requests which are:

Validate:	The DPO will ensure that the FOI is a legitimate submission
Process:	The DPO will work with the relevant departments to gather the information
Submit:	The DPO will submit the request to the relevant party/parties
Log:	The DPO will log the FOI with a unique tracking number
Manage:	The DPO will handle any complaints and issues regarding FOI's

6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the trust/academy by telephone, email or letter. Contact details are set out below:

SHARE Multi-Academy Trust
www.sharemat.org
Email: **info@sharemat.co.uk**
Tel: **08452 415175**
Contact Address: **SHARE MAT, c/o Shelley College, Huddersfield, HD8 8NL**

Woodside Green, A SHARE Primary Academy
https://www.woodsidegreenprimary.org.uk/
Email: **woodsidegreen.office@sharemat.co.uk**
Tel: **01484 508170**
Contact Address: **Main Ave, Cowlersley, Huddersfield HD4 5US**

Heaton Avenue, A SHARE Primary Academy
https://www.heatonavenue.co.uk/
Email: **heatonavenue.office@sharemat.co.uk**
Tel: **01274 028613**

Contact Address: **South Parade, Cleckheaton, West Yorkshire, BD19 3AE**

Luck Lane, A SHARE Primary Academy
https://www.lucklaneprimary.org.uk/
Email: **lucklane.office@sharemat.co.uk**
Tel: **01484 505229**
Contact Address: **Luck Lane, Paddock, Huddersfield, HD3 4HA**

Millbridge, A SHARE Primary Academy
https://www.millbridge.org.uk/
Email: **millbridge.office@sharemat.co.uk**
Tel: **01924 668836**
Contact Address: **Vernon Road, Liversedge, West Yorkshire, WF15 6HU**

Royds Hall, A SHARE Academy
https://www.roydshall.org/
Email: **royds.office@sharemat.co.uk**
Tel: **01484 463366**
Contact Address: **Luck Lane, Paddock, Huddersfield, HD3 4HA**

Shelley College, A SHARE Academy
https://www.shelleycollege.org/
Email: **shelley.office@shareamt.co.uk**
Tel: **01484 868777**
Contact Address: **Shelley College, Huddersfield Road. Shelley, Huddersfield, HD8 8NL**

Thornhill Community Academy, A SHARE Academy
www.thornhillcommunityacademy.co.uk
Email: **office@thornhillcommunityacademy.co.uk**
Tel: **01924 324890**
Contact Address: **Valley Drive, Thornhill, Dewsbury, West Yorkshire, WF12 0HE**

Whitcliffe Mount, A SHARE Academy
www.whitcliffemount.co.uk
Email: **office@whitcliffemount.co.uk**
Tel: **01274 851152**
Contact Address: **Turnsteads Avenue, Cleckheaton, West Yorkshire, BD19 3AQ**

7. Further contact details

The trust's Governance Professional and Data Protection Officer can be contacted as follows:

jayne.newson@sharemat.co.uk
08452 415175

8. Additional information

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please).

If the information you're looking for isn't available via the scheme **(and isn't on our website),** please contact the trust's DPO to ask if we have it.