Djanogly Learning Trust
Freedom of information Publication Scheme

Department:	School Improvement Services
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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** - Please write **"FREEDOM OF INFORMATION REQUEST"** in CAPITALS in the subject box.

Tel: **0115 9421352**

Address: Data Protection Officer
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** **Information obtained via a website is free of charge.** **Charges for hardcopy information will be advised on request**
Who the Trust is and what it does This will be current information only	
Academy Funding Agreements	Academy websites
Academy Orders (if applicable)	Hardcopy
Trust and Academy staffing structures – names of key personnel	Hardcopy
Members/Trustees/Governors – names and contact details and basis of appointments	Trust website

Academy session times, term dates and holidays	Academy website
Location and contact information – address, telephone number and website	Trust and Academy websites
Contact details for Board of Trustees, Local Governing Bodies, Principals, Headteachers and Chief Executive Officer	Trust and Academy websites
Academy prospectus	Academy websites

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)	**How the information can be obtained** **Information obtained via a website is free of charge.** **Charges for hardcopy information will be advised on request**
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 • Government supplied performance data • Ofsted reports – summary and full report	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	Trust and 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	Trust and Academy websites
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded	Hardcopy
The Trust's policies and procedures (current information only)	**How the information can be obtained** **Information obtained via a website is free of charge.** **Charges for hardcopy information will be advised on request**
Charging and remissions policy	Trust/Academy websites

Health and safety policy	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 information	Academy websites
Sex & Relationship Education policy	Hardcopy
Special Educational Needs policy	Academy websites
Accessibility plan	Academy websites
Equality policy and impact statement	Trust website
Pupil Behaviour policy	Academy websites
Exclusion policy	Trust website
Records Retention policy	Hardcopy
Data Protection policy & Privacy Notice	Trust website
Recruitment policy	Hardcopy

Acceptable Use Policy	Hardcopy
Sexual violence and harassment statement	Trust website
Lists and Registers (currently maintained lists and registers only)	**How the information can be obtained** **Information obtained via a website is free of charge.** **Charges for hardcopy information will be advised on request**
Curriculum circulars and statutory instruments	Hardcopy
Disclosure logs	Hardcopy
Asset register	Hardcopy
The Services the Trust Offers (current information only)	**How the information can be obtained** **Information obtained via a website is free of charge.** **Charges for hardcopy information will be advised on request**
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:

Data Protection Officer

Djanogly Learning Trust

6 Sherwood Rise

Nottingham Road

Nottingham

NG7 7AR

Email: 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@ico-foi.demon.co.uk.**

Website : **www.informationcommissioner.gov.uk**