



TIMU ACADEMY TRUST

Policy Document for: Freedom of Information Publication Scheme

Approved: December 2020

Due for Review: December 2023

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

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form. Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the ICO, Information Commissioner's Office.

2. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future - this is split into categories of information known as 'classes'. These are contained in section 5 of this scheme. The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus - information published in the school prospectus.
- Governors' Documents - information published in the Governors' Annual Report and in other governing body documents.
- Pupils & Curriculum - information about policies that relate to pupils and the school curriculum.

- School Policies - information about policies that relate to the school in general.

No images or recordings for personal or unauthorised purposes may be taken by students, staff or any other person within the school site and as such they do not form part of this scheme.

3. How to request information

You can request a copy of the information you want for both Iwade School and Bobbing Village School from the contact detailed below or visit our website at www.timuacademytrust.org.uk. If the information you're looking for isn't available via the scheme and isn't on our website, you can still ask if we have it. You can contact the schools by telephone, email or letter.

Email: admin@iwade.kent.sch.uk

Tel: 01795 472578

Contact Address: Timu Academy Trust, Iwade School, School Lane, Iwade, Sittingbourne, Kent, ME9 8RS

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

4. Paying for information

Single copies of information covered by this publication are provided free.

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

5. Feedback and Complaints

We welcome 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 need to make a complaint then initially this should be addressed to the school.

If you are not satisfied with the assistance that you get or if we have 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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or

Enquiry/Information Line: 01625 545 745 or 0303 123 1113

E-mail: publications@ic-foi.demon.co.uk

[1] Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this