



**ZENITH**  
MULTI ACADEMY  
TRUST

**Freedom of Information  
Publication Scheme**

Reviewed: December 2017  
Next review: December 2020

## **1. INTRODUCTION: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED**

This publication scheme commits Zenith 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.

This 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;
- specify the information that is held by The Trust and falls within the classifications below;
- proactively publish, or otherwise make available as a matter of routine, information in line with statements contained within this Scheme;
- produce and publish methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- review and update, on a regular basis, the information The Trust makes available under this Scheme;
- produce a schedule of fees charged for access to information which is made proactively available;
- make this Publication Scheme available to the public.

## **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 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 it 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. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, The Trust 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 Trust 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 MAYBE 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 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 charge 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 all in 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 schedule 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 The Trust that is not published under this scheme can be requested in writing (letter, email or fax) when its provision will be considered in accordance with the provisions of the Freedom of Information Act. You should include:

- Your name (not needed if requesting environmental information);
- A contact address;
- A detailed description of the information you want including dates if relevant;
- Any preference for the format for receiving the information.

We will normally respond to your request within 20 school days. However, where the 20th day to respond to a request is during a non-school day, we will have up to 60 days to respond

## **6. CONTACT DETAILS**

If you require a paper version of any information, or want to ask whether information is available please contact The Trust by telephone, email or letter. Contact details are set out below or you can visit The Trust website: <http://www.thekjs.essex.sch.uk/>

Tel: 01702 558284

Email: [zmat@zmat.co.uk](mailto:zmat@zmat.co.uk)

Address: c/o The King John School, Shipwrights Drive, Thundersley, Benfleet, Essex, SS7 1RQ

To help us process requests, quickly, any correspondence should be clearly marked "Freedom of Information Request".

## **7. MONITORING, EVALUATION AND REVIEW**

The Directors will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented through The Trust.

## GUIDE TO INFORMATION AVAILABLE FROM THE TRUST UNDER THE MODEL PUBLICATION SCHEME

Information to be Published	How the information can be obtained (hard copy and or website)	Cost
<b>Class 1 – Who we are and what we do</b> <b>Organisational information, structures, locations and contacts</b> This will be current information only		
Who's who in The Trust	Via main office	No charge
Who's who on the Governing Body and the basis of their appointment	Website	No charge
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone number and email address (if used))	Website	
Funding Agreement	Website	No charge
Articles of Association	Website	No charge
Academy Prospectus	Website	No charge
Academy session times and term dates	Website	No charge
<b>Class 2 – What we spend and how we spend it</b> <b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b> Current and previous financial year as a minimum		
Annual budget plan and financial statements	Website	No charge
Governors' allowances	Hard copy	Schedule of charges
<b>Class 3 – What our priorities are and how we are doing</b> <b>Strategies and plans, performance indicators, audits, inspections and reviews</b> Current information as a minimum		
Academy profile: <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report – summary and full report</li> </ul>	Hard copy Website	Schedule of charges No charge
Performance Management Policy and procedures adopted by the Governing Body	Hard copy	Schedule of charges
School Improvement Plan	Hard copy	Schedule of charges
Safeguarding policies and procedures	Website	No charge

<b>Class 4 – How we make decisions</b>		
<b>Decision making processes and records of decisions</b>		
Current and previous three years as a minimum		
Admissions Policy/decisions (not individual admission decisions)	Website	No charge
Agendas of meetings of the governing Body and (if held) its sub-committees)	Hard copy	Schedule of charges
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	Hard copy	Schedule of charges
<b>Class 5 – Our policies and procedures</b>		
<b>Current written protocols, policies and procedures for delivering our services and responsibilities</b>		
Current information only		
Academy policies including: <ul style="list-style-type: none"> <li>• Charging and Remissions</li> <li>• Child Protection</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Information request handling (Data Protection)</li> <li>• Equality Objectives Statement</li> <li>• Staff recruitment policies</li> </ul>	Website	No charge
Student and curriculum policies including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex and Relationships</li> <li>• Special Educational Needs Information Report</li> <li>• Accessibility Plan</li> <li>• Anti Bullying</li> <li>• Rewards and Behaviour</li> </ul>	Website	No charge
Data Protection (including information sharing policies)	Hard copy	Schedule of charges
<b>Class 6 – Lists and Registers</b>		
<b>Currently maintained lists and registers only</b>		
Any information The Trust is currently legally required to hold in publicly available registers	Hard copy	Schedule of charges

<b>THIS DOES NOT INCLUDE THE ATTENDANCE REGSITER</b>		
<b>Class 7 – The services we offer</b>		
<b>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</b>		
Current information only		
Extra curricular activities	Website	No charge
Academy publications	Website	No charge
Services for which The Trust is entitled to recover a fee, together with those fees	Website	No charge
Leaflets and newsletters	Website	No charge
<b>Additional Information</b>		
This will provide The Trust with the opportunity to publish information that is not itemised in the lists above		

### Schedule of Charges

Type of Charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying/printing @ 13p per A4 sheet (black and white)	Actual cost
	Photocopying/printing @ 22p per A3 sheet (black and white)	
	Photocopying/printing @ 23p per A4 sheet (colour)	Actual cost
	Photocopying/printing @ 41p per A3 sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation