



Freedom of Information Act Policy and Publication Scheme

June 2022

1. Introduction

This publication scheme is based on the model publication scheme prepared and approved by the Information Commissioner's Office, and commits Celtic Cross Education 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.

The scheme commits Celtic Cross Education:

- 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 any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

2. Classes of information

Who we are and what we do

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

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of Celtic Cross Education.

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

Celtic Cross Education 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 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, 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 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 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 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.

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. Requests for information

Information held by Celtic Cross Education 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. If you require a paper version of any information, or want to ask whether information is available please contact Celtic Cross Education by telephone, email or letter. Contact details are set out below or you can visit our website at www.celticcross.education

Tel: 01208 590150

Email: enquiries@celticcross.education

Address: Celtic Cross Education, Unit 15, Victoria Business Park, Roche, St Austell PL26 8LX

To help us process requests quickly, any correspondence should be clearly marked "Publication Scheme Request". The trust will respond to all requests within 20 working days, in accordance with the time-scales set out in the Act. If the trust needs more time to deal with the request, then it will contact the enquirer to provide a new timescale and explain the reason for this.

Certain information is subject to either absolute or qualified exemption under the Act. Absolute exemptions are not subject to any public interest test and act as an absolute bar to disclosure of information, some of which include:

- Information that is accessible by other means;
- Information that is contained in court records;
- Information which could be obtained under the General Data Protection Regulation or where release of the information would breach the data protection principles;
- Information provided to the school/trust in confidence;
- Where disclosure of the information is prohibited by law.

Qualified exemptions are subject to a public interest test. This means that the information must be disclosed unless public interest favours non-disclosure. There are many qualifying exemptions, some of which include:

- Information intended for future publication;
- Where disclosure of information would or would be likely to endanger physical or mental health, or endanger the safety of the individual;
- Where disclosure of information would or would be likely to prejudice commercial interest.

The school/trust will apply the public interest test before any qualified exemptions are applied in accordance with guidelines set out in the Act.

6. Monitoring, Evaluation and Review

The Board of Directors will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Trust.

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

Information to be published	How and where the information can be obtained (paper copy and/or website)	Cost
Class 1 - Who we are and what we do: organisational information, structures, locations and contacts This will be current information only		
Who's who in the Trust	Trust website	No charge
Who's who in the schools within the Trust	School websites	
Who is on the School Monitoring Councils	School websites	
Trust members, trustees and committee structure, including meeting attendance	Trust website	No charge
Funding Agreement, Memorandum of Association and Articles of Association	Trust website	No charge
Register of Pecuniary Interests	Trust website	No charge
Contact Details for the Trust CEO/Board of Directors	Trust website	No charge
Contact details for the Heads of School	School websites	No charge
Contact details for School Monitoring Councils	School websites	No charge
Term and holiday dates	School websites	No charge
School session times and term dates	School websites	No charge

Information to be published	How and where the information can be obtained (paper copy and/or website)	Cost
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 financial year as a minimum		
Trust Funding Agreement	Trust website	No charge
Trust Annual Report within Audited Accounts	Trust website	No charge
Pay policy	Staff intranet	No charge
Pupil Premium and Sports Grant Funding	School websites	No charge
Procurement and contracts – details of procedures used for the acquisition of goods and services.	Financial Policy and Terms of Reference on Trust website	No charge
Executive Pay	Trust website	
Gender Pay Gap report	Trust Website	
Director allowances (Expenses Policy)	Trust website	No charge
Class 3 – What our priorities are and how we are doing: Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
School Profile and Government supplied performance data	School websites	No charge
Ofsted Inspection Reports	School websites	No charge
Performance management policy and procedure	Staff intranet	No charge
Trust's future plans eg proposals for any imminent or known consultation on the future of the Trust	Trust website	No charge
Safeguarding Policy and procedures	Trust website and School websites	No charge

Information to be published	How and where the information can be obtained (paper copy and/or website)	Cost
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum (Trust incorporated in December 2012).		
Admissions Policy - arrangements and procedures and right of appeal	School websites	No charge
Minutes of meetings (as above) – N.B. This will exclude information that is properly considered to be confidential	On request from the Governance Professional	Charge may apply
Class 5 – Our policies and procedures: Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
Trust policies including: Health and Safety – Trust website Complaints procedure – Trust website Staff conduct policy – On request Discipline and grievance policies – On request Freedom of Information – Trust website Equality and diversity (including equal opportunities) policies – on request Staff recruitment policy – On request Data Protection policy and privacy notices - Trust website Charging and remissions policy – Trust website		No charge for website documents, charge may apply for hard copy
Pupil and curriculum policies, including: Home-school agreement – School websites Curriculum – School websites Special educational needs – School websites Accessibility plan – School websites Collective worship – on request Pupil Behaviour/Anti-Bullying – School websites		No charge for website documents, charge may apply for hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	N/A	No charge for website documents, charge may apply for hard copy
Disclosure logs	N/A	
Asset register	On request	
People with significant control register	Trust website	
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		
Extra-curricular activities and out of school clubs	School websites	No charge
Trust publications	Trust website	No charge
Initial Teacher Training Offer	Trust website	No charge
Leaflets, booklets and newsletters	School websites	No charge