

Freedom of Information Publication Scheme Inspire Trust



This scheme follows the model approved by the ICO and commits our Trust to make information available to the public as part of its normal business activities. We will:

- 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 which 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 the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the Trust makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the Trust 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 Trust 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 section 19 of the Freedom of Information Act 2000. The terms 'dataset' and 'relevant copyright work' are defined in sections 11(5) and 19(8) of the Freedom of Information Act 2000 respectively.

Where information is held, along with all associated charges, can be found in our 'Guide to information' in section 7 of this document.

1. Classes of information

Information that is available under this scheme includes:

- **Who we are and what we do:** Organisational information, locations and contacts, information on 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 the Trust.
- **The services we offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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 2000, or is otherwise properly considered to be protected from disclosure.
- Information in draft form or notes, documents in older versions, emails or other correspondence.
- 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 information published under this scheme will be made available

Information covered by this scheme will, as far as possible, be published on the Trust or individual school or college's website. A list of these websites is given below.

Where this is impracticable, or you do not wish to access the information via the website, information covered by this scheme can also be obtained by contacting our Data Protection Officer as outlined below.

Requested information under this scheme will be delivered electronically, but paper copies can also be provided.

Information will be provided in the language in which it is held or in such other language(s) that is legally required. Where we are legally required to translate any information, we will do so. Information can be translated into accessible formats where possible.

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.

To enable us to process your request quickly, please mark correspondence: **“FREEDOM OF INFORMATION PUBLICATION SCHEME INFORMATION REQUEST”**.

3. Freedom of information requests

Information that is not covered by this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000.

To enable us to process freedom of information requests within statutory timeframes, please mark all correspondence: **“FREEDOM OF INFORMATION REQUEST”**.

4. Charges

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 has been published and is accessible on the Trust website or the school/college's website is available free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. 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 the Trust, justified and are in accordance with a published schedule or schedule of fees – this is available via our 'Guide to information'.

Single paper copies of information covered by the publication scheme are available free of charge to parents and prospective parents of a Trust school/college.

Requests from individuals who are not parents or prospective parents of a Trust school/college will be charged at our standard rate of printing (via the reprographics service), plus the cost of postage at standard rates.

Where 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.

Where a request is made to re-use all, or part, of a copyrighted dataset, a charge may be made – this will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where applicable, with regulations made under section 111B of the Freedom of Information Act 2000, or with any other statutory powers held by the Trust.

5. Feedback

We welcome any comments or suggestions you may have regarding this scheme via the contact details below:

Email: inspirehr@inspiretrust.uk
Tel: 01709 300600

Address: The Accounting Officer
Inspire Trust
C/o Thomas Rotherham College
Moorgate Road
ROTHERHAM S60 2BE

Guide to information

Useful Websites:

Inspire Trust website: www.inspiretrust.uk

Thomas Rotherham College website: www.trc.ac.uk

Oakwood High School website: www.oakwood.ac

Sitwell Junior School website: www.sitwelljunior.uk

Department for Education website: <https://get-information-schools.service.gov.uk>

Ofsted website: www.gov.uk/government/organisations/ofsted

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Our organisational information, structures, locations and contacts	Hard copy or website	£
Staff lists	Trust/ school/ college website	Free
Details of the governing body	Trust website	Free
Articles of Association	Trust website	Free
Contact details for the headteacher or CEO	School/ college website	Free
Prospectus	School/ college website	Free
Annual report	Trust website	Free

The Trust's staffing structure	On request	Free
School/college session times and term dates	School/ college website	Free
Addresses, contact details and email addresses	Trust/ school/ college website	Free
Class 2: What we spend and how we spend it		
Annual budget plan and financial statements	Trust website	Free
Capital funding	Trust website	Free
Financial audit reports	Trust website	Free
Details of expenditure items over £5000 including costs, supplier and transaction information.	On request to the individual school/ college	See disbursement costs
Procurement and contracts	On request to the individual school/ college	Free
Pay policy	A copy of the pay policy is available on request to the Trust	See disbursement costs
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories.	Trust website	Free
The staffing, pay and grading structure.	A copy of the pay policy, which includes this information, is available on request to the Trust	See disbursement costs
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	The Trust does not pay governor allowances or expenses	N/A

Class 3: What our priorities are and how we are doing		
Trust profile	Department for Education website	Free
Performance data	School/ college website/ Department for Education website	Free
Most recent Ofsted summary and full report	School/ college website/ Ofsted website	Free
Most recent post-inspection action plan	On request to the individual school/ college	See disbursement costs
Performance management policy and procedures	A copy of the Trust Appraisal policy is available on request	See disbursement costs
Most recent performance data	Department for Education website	Free
The Trust's future plans	On request to the Trust (specific consultations will be published via the website)	See disbursement costs
Safeguarding and child protection policies and procedures	Trust website	Free
Class 4: How we make decisions		
Admissions policy	School / College website Oakwood High School – Via RMBC School Admissions also see https://www.oakwood.ac/contact-us/admissions/ Thomas Rotherham College – https://www.trc.ac.uk/wp-content/uploads/sites/3/2020/09/J7274-TRC-Prospectus-2021_22-WEB.pdf Sitwell Junior School – via RMBC School Admissions	Free
The governing board and its committees' agendas and meeting minutes (excluding	On request to the Trust	See disbursement costs

information regarded as private to the meetings)		
Summer 2021 assessment appeals process	<p>Guidance on the process can be found on the JCQ website: https://www.jcq.org.uk/summer-2021-arrangements/</p> <p>Oakwood High School - parents/guardians have received a letter detailing the appeals process. Copy available on request.</p> <p>Thomas Rotherham College - Results and appeals process document available on college website.</p>	Free
Class 5: Our policies and procedures		
Charging and remissions policy	Trust website	Free
Behaviour policy	School/ college website	Free
Relationships, Social Education and Health Education Policy February 2020	Trust / school / college website	Free
Special educational needs (SEN) policy (including Supporting pupils with medical conditions policy)	School / college website	Free
Special educational needs (SEN) – SEN impact report	School / college website	Free
Data protection policy	Trust / school / college website	Free
Health and safety policy	Trust / school / college website	Free
Accessibility plan	Trust / school / college website	Free

Recruitment Policy (which includes procedures established for checks and vetting)	Trust / school / college website (vacancies area)	Free
Complaints policy and procedure	Trust / school / college website	Free
Freedom of information procedures	Trust / school / college website	Free
Renewable energy certificates	Trust / school / college website	Free
Equality policy	Trust / school / college website	Free
Admission policy	Trust / school / college website	Free
Attendance policy	Trust / school / college website	Free
Staff pecuniary interests register	Trust / school / college website	Free
Staff discipline, conduct and grievance (procedures for addressing)	On request to the Trust	See disbursement costs
Provider access policy statement (careers)	Trust / school / college website	Free
Pupil/student privacy notice	Trust website	Free
Charging and remissions policy	Trust website	Free
Class 6: Lists and registers		
Curriculum circulars and statutory instruments	Trust / school / college website outline our curriculum. Statutory Instruments are available via the Government publication sites.	Free
Asset register	On request to the Trust (published accounts provide some information)	See disbursement costs

Class 7: The services we offer		
Extra-curricular activities and out of school clubs	School/ college website	Free
Trust publications, leaflets, books and newsletters	Trust / school / college website	Free

Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges:

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing charged at 5p per sheet (black and white)	The actual cost incurred by the Trust/school/college
	Photocopying/printing charged at 10p per sheet (colour)	The actual cost incurred by the Trust/school/college
	Postage	Actual costs of Royal Mail standard 2 nd class

Data Protection Officers and other contacts

Inspire Trust: David Naisbitt, CEO via inspirehr@inspiretrust.uk

Oakwood High School: Chris Eccles, Headteacher via info@oakwood.ac.uk

Sitwell Junior School: Jenifer Dawson, Headteacher via info@sitwelljunior.uk

Thomas Rotherham College: Joel Wirth, Head of College via enquiries@thomroth.ac.uk

Enquiries regarding this schedule can be made to: Jill Bartlett, LRC and Information Services Manager via jill.bartlett@inspiretrust.uk