



TAPESTRY
LEARNING
PARTNERSHIP

Freedom of Information (FOI) Publication Scheme

Department:	Governance
Policy Owner:	Data Protection Officer
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Revision History

Version	Date	Author	Summary of changes

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Tapestry Learning Partnership Publication Scheme on information available under the Freedom of Information Act 2000

The Board of Trustees (the Board) of Tapestry Learning Partnership (Tapestry) 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: **DPO@tapestrylearningpartnership.org** - Please write **“FREEDOM OF INFORMATION REQUEST”** in CAPITALS in the subject box.

Tel: 0115 9421352

Address: Data Protection Officer
Tapestry Learning Partnership
Sherwood Rise
Nottingham
NG7 7AR

3. Charges

Documents contained in this scheme are free to view if they are on the Tapestry/School/Academy websites.

Single paper copies are also available free of charge to parents and prospective parents of the Trust schools/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
Who Tapestry is and what it does This will be current information only	Information obtained via a website is free of charge. Charges for hardcopy information will be advised on request
School/Academy Funding Agreements	School/Academy websites
Academy Orders (if applicable)	Hardcopy
Trust and School/Academy staffing structures – names of key personnel	Hardcopy
Members/Trustees/Governors – names and contact details and basis of appointments	Tapestry and School/Academy websites

School/Academy session times, term dates and holidays	School/Academy website
Location and contact information – address, telephone number and website	Tapestry and School/Academy websites
Contact details for Board of Trustees, Local Governing Bodies, Headteachers, Principals, and Chief Executive Officer	Tapestry and School/Academy websites
School/Academy prospectus	School/Academy websites
What Tapestry 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
School/Academy profiles <ul style="list-style-type: none"> • 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	Tapestry and School/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	Tapestry and School/Academy websites
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded	Hardcopy

Tapestry'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	Tapestry website
Health and safety policy	Tapestry website
Complaints procedure	Tapestry and School/Academy websites
Staff conduct policy	Hardcopy
Discipline and grievance policy	Hardcopy
Pay policy	Hardcopy
Staff recruitment policy	Hardcopy
Curriculum information	School/Academy websites
Sex & Relationship Education policy	Hardcopy
Special Educational Needs policy	School/Academy websites
Accessibility plan	School/Academy websites
Equality policy and impact statement	Tapestry website

Pupil Behaviour policy	School/Academy websites
Exclusion policy	Tapestry website
Records Retention policy	Hardcopy
Data Protection policy & Privacy Notice	Tapestry website
Acceptable Use Policy	Hardcopy
Sexual violence and harassment statement	Tapestry 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 Tapestry 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	School/Academy websites
Out of School Clubs	School/Academy websites
School Publications	School/Academy websites

5. Feedback and Complaints

Tapestry 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
Tapestry Learning Partnership
6 Sherwood Rise
Nottingham Road
Nottingham
NG7 7AR

Email: DPO@tapestrylearningpartnership.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 Tapestry 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