



*Guidance Document for: Freedom of Information*

*Approved by Directors: June 2018*

*Due for Review: May 2023*

The Freedom of Information Act 2000 requires Manor Multi Academy Trust to produce and maintain a Publication Scheme. A Publication Scheme is a guide to the classes of information that schools publish or intend to publish in the future. The term "publish" is not limited to information produced in paper forms such as leaflets and booklets and includes information that is on our website.

The Model Publication Scheme consists of 7 classes of information:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

By adopting the Information Commissioner's Model Scheme, we are committing ourselves to the following:

To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority 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 authority 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.

To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

Please see our Guide to Information available under the Model Publication Scheme for examples of the type of information available in each of these classes as well as what to do if you cannot find what you are looking for and whether you will have to pay to obtain information.