

Guide to Information

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Document Change History

Date:	Version:	Description of Changes:
08/22	1.2	Reviewed and no changes required
09/23	1.3	Reviewed and no changes required

Mission Statement

“To nurture and develop all people in our Trust so that they reach their full potential academically, vocationally, and personally, including being positive role models for future generations in the community. We will achieve this by providing high quality values-based education that cultivates employability and life skills making our schools the first choice for young people, parents, carers, staff and employers.”

Values

The values of Respect, Excellence, Collaboration, Independence, Perseverance, Enjoyment, Leadership, Integrity and Care are central to everything we do at the Skills for Life Trust.

Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

This ‘Guide to Information’ follows the model approved by the ICO and serves to provide further information in relation to the trust’s [Publication Scheme](#) and [Freedom of Information Policy](#).

Class 1 - Who we are and what we do

Current information will be made available.

Information to be published This includes datasets where applicable.	How the information can be obtained	Cost
Who's who in the trust	Staff list on the trust and trust school websites	Free
Who's who on the board of trustees governing body and the basis of their appointment	Staff Handbook and trust and trust school websites	Free
Articles of Association	Trust website	Free
Contact details for the CEO and Trust Board	Trust website, headed paper and compliment slips	Free
Contact details for Headteachers and for the local governing bodies	School websites, headed paper and compliment slips	Free
School and trust prospectuses	Hard copies are available in school offices and electronic versions on the website	Free
Annual Reports	Trust website or hard copy	Free/5p per sheet
Staffing structure	Hard copy	5p per sheet
School session times and term dates	Website, student planner, Arbor parent portal and student portal (secondary)	Free
Address of the trust and contact details, including email address	Trust website	Free
Addresses of trust schools and contact details, including email addresses	Individual school websites	Free

Class 2 – What we spend and how we spend it

Current and previous financial year information will be made available.

Information to be published This includes datasets where applicable.	How the information can be obtained	Cost
Trust Annual Accounts	Trust website or hard copy	Free/5p per sheet
Annual budget plan and financial statements	Hard copy	5p per sheet
Capital funding	Hard copy	5p per sheet
Financial audit reports	Hard copy	5p per sheet
Details of expenditure items over £5000 including costs, supplier and transaction information	Hard copy	5p per sheet
Procurement and contracts the trust has entered into, or information relating to information held by an organisation which has done so on its behalf	Hard copy	5p per sheet
Pay policy	Trust website or hard copy	Free/5p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories	Trust Annual Accounts, trust website or hard copy	Free/ 5p per sheet
Staffing, pay and grading structure	Hard copy	Free/5p per sheet
Trustee and Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors	Trust and school websites or hard copy	Free/5p per sheet

Class 3 – What our priorities are and how we are doing

Current information will be made available.

Information to be published This includes datasets where applicable.	How the information can be obtained	Cost
Trust profile And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Trust website or Hard Copy	Free/5p per sheet
Performance management policy and procedures	Website or Hard Copy	Free/5p per sheet
Performance data or a direct link to it	Website and prospectus	Free
The trust's future plans; for example, proposals for and any consultation on the future of the trust and trust schools, such as a change in status	Trust Three Year Plan (hard copy only) Trust and school websites	5p per sheet Free
Safeguarding and child protection policies and procedures	Trust and school websites	Free

Class 4 – How we make decisions

Current and previous three years information will be made available.

Information to be published This includes datasets where applicable.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Trust and school websites or hard copy	Free/5p per sheet
Agendas and minutes of meetings of the Trust board, governing body and the respective committees. (This will exclude information that is properly regarded as private to the meetings)	Trust and school websites or hard copy	Free/5p per sheet

Class 5 – Our policies and procedures

Current information will be made available.

Information to be published This includes datasets where applicable.	How the information can be obtained	Cost
Trust policies	Trust website or hard copy	Free/5p per sheet
Individual school policies	School websites or hard copy	Free/5p per sheet
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Trust website or hard copy	Free/5p per sheet
Charging regimes and policies	See Charging and Remissions Policy – Trust website or hard copy	Free/5p per sheet

Class 6 – Lists and Registers

Currently maintained lists and registers will be made available.

(This does not include attendance registers)

Information to be published This includes datasets where applicable.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	School websites	Free
Disclosure logs	Unnamed statement	5p per sheet
Asset register	Viewing only	Free
Any information the trust is currently legally required to hold in publicly available registers	Trust and school websites	Free

Class 7 – The services we offer

Current information will be made available.

Information to be published This includes datasets where applicable.	How the information can be obtained	Cost
Extra-curricular activities	School websites	Free
Out of school clubs	School websites	Free
Services for which the trust is entitled to recover a fee, together with those fees	Trust Website	Free
Trust and trust school publications, leaflets, books and newsletters	Trust and school websites	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 and printing in black and white - charged at 5p per sheet	This is the actual cost incurred by the trust
	Photocopying and printing in colour - charged at 8p per sheet	This is the actual cost incurred by the trust
	Postage	Cost of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation
Re-licensing the use of datasets (No personal data will be disclosed)	<p>If the dataset is a relevant copyright work, the trust will provide it under the terms of a specified licence. A relevant copyright work is one for which the trust owns the copyright and database rights, and is not a Crown copyright or Parliamentary copyright work.</p> <p>The Open Government Licence (OGL) is the default licence for datasets that can be re-used without charge; other licences (the Non-Commercial Government Licence and the Charged Licence) are available where that is not appropriate.</p> <p>The trust may charge a fee for communicating the information and a fee for making the dataset available for reuse if this requires cost and effort in publishing this in a re-usable form.</p> <p>Under our publication scheme the trust will publish datasets that have been requested, and any updated versions it holds, unless it is satisfied that it is not appropriate to do so.</p> <p>Factors that can be taken into account when deciding whether it is not appropriate include whether the information is exempt and the cost and effort of publishing in a re-usable form.</p> <p>Complaints that the trust has not met its duties under the dataset provisions will be dealt with by the Information Commissioner, in consultation with the National Archives as appropriate.</p>	