



Greywood

Multi-Schools Trust

The House, Eastern Avenue, Lichfield,
Staffordshire, WS13 7EW

Registered Charity No 11885406
Registered in England and Wales

FREEDOM OF INFORMATION POLICY

Date Published	Review date
1 st February 2021	December 2022

Policy links to
Data Protection Policy

Introduction

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public.

The Trust has adopted the Information Commissioner's Office's (ICO) model scheme. To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment

The scheme covers information already published and information which is to be published in the future.

All information in our publication scheme is either available for you on the Trust or schools' websites to download and print off or in paper form from the Trust or school offices. Some information which we hold may not be made public, for example personal information.

Key Principles:

The Trust will publish the information set out in the Freedom of Information Act Publication Scheme for Academies ("the Publication Scheme") and will ensure that documents containing the information are available on request.

The Trust will give access to information not covered by the Scheme, except for any exempt information, following a valid request and the payment, where appropriate, of the fee within 20 working days.

There will be occasions where the Trust does not hold the information requested or when it can refuse to give access to the requested information. If a refusal is made the Trust will give reasons for the refusal and list any applicable exemptions.

This policy sees to ensure delivery on the following:

- To enable our pupils to gain a foundation of knowledge, skills, and an understanding of the world which will serve their own particular needs and prepare them for adult life.
- To help pupils to develop enquiring, critical and imaginative minds and to stimulate the desire to learn, beyond the school as well as within.



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- To encourage students to develop their own talents and to increase their aspirations of what they may achieve.
- To create an environment and ethos in which pupils develop respect for others, both as people and as learners, finding enrichment in the differences of belief, custom, race, age and gender.
- To share with parents, the task of caring for each child's happiness, health and development.

The fundamental purpose of The Greywood Multi-Schools Trust is to provide high quality education for all pupils within a caring environment dedicated to learning, in which independence, tolerance and partnership is encouraged.

Categories of information Published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into five broad topic areas:

- Trust documents- information published in Trust Board documents and other reports.
- Governors' Documents - information published in the Governors' Reports and in other Governing Body documents.
- Pupils & Curriculum - information about policies that relate to pupils and the school curriculum.
- Trust and School Policies and other information related to the Trust and schools- information about policies that relate to the Trust and schools in general.
- School Prospectus - information published in the individual school prospectus.

Requesting Information

If you require a paper version of any of the documents within the scheme, please contact the Trust office or the school offices by telephone, email, fax or letter.

Contact details are set out below:

E-mail: phunt@greywoodmst.co.uk
office@friaryschool.com
office@queenscroft.staffs.sch.uk
office@henrychadwick.staffs.sch.uk

Telephone:

Trust office	01543 254683
The Friary School	01543 267 400
Queen's Croft High School	01543 227245
Henry Chadwick Primary School	01543 490354

Further contact information can be found on the relevant website.

Paying for information

Information published on our websites is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our websites using a local library or an internet café.



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Single copies of information covered by this publication are usually provided free. However, if your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Accepted by Trust Board February 2021