

1. Purpose

The Freedom of Information Act 2000 (the "Act") makes it a legal requirement for any public authority including schools to produce a publication scheme and to provide guidance for any information requests made under the Act.

The Act gives legal rights to any person wishing to access information held by the Hamwic Education Trust (together

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 or schools within.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information, the disclosure of which is prevented by law, or which is exempt under the Act, or which 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.

4. Methods of publication

The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Trust, information will be provided on our website(s). Where it is impracticable to make information available on a website or when an individual does not have reasonable access to the information on the website, we will ensure that the same information can be obtained through the managed service team.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Trust is legally required to translate any information, it will do so.

Material which is published and accessed on a website will be provided free of charge.

In the case of information not obtainable through the website(s), the Trust reserves the right to charge for actual disbursements incurred such as:

- Photocopying/printing – at 10p per sheet of A4 paper

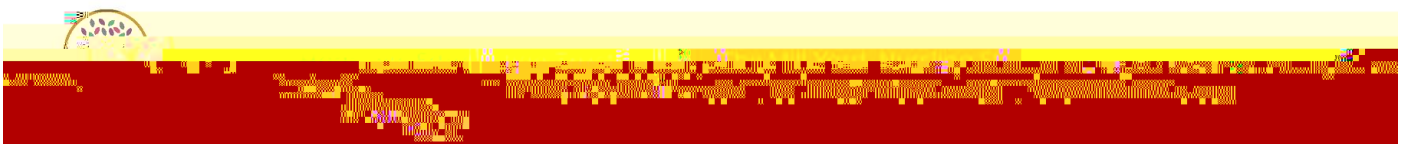
- postage and packaging – at the actual cost to the Trust

- any other costs directly incurred as a result of the information request – at the actual cost to the Trust.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances justified, including the general principles of the right of access to information held by public authorities, and are in accordance with a published schedule or schedules of

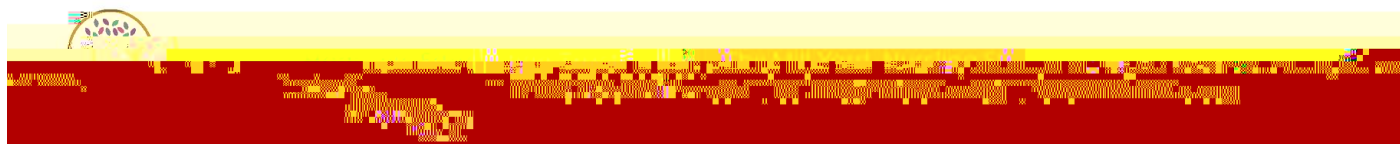
9. Information publication

Most information is available electronically either on the Trust or school websites or in an electronic document. The



Governors' allowances – details of allowances and expenses that can be claimed or incurred

Hard copy, electronic copy



School publications

School website / prospectus / newsletters,
electronic copy, hard copy

Service for which the school is entitled to

