

THE HOWARD PARTNERSHIP TRUST

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Date of Review: June 2025	Responsible Body: The Howard Partnership Trust
Review period: Annual	Trust/Committee: Audit & Risk
Next due for review: June 2026	Executive Lead: COO
Status: Statutory	Publication: Website

Purpose: The THPT Freedom of Information publication scheme commits the Trust to make information available to the public as part of its normal business activities.

This publication scheme is based on model documents prepared and approved by the Information Commissioner and DfE for all schools and academies.

The publication scheme commits THPT:

- To pro-actively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which is held by the Trust and falls within the classifications below.
- To pro-actively 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 Trust 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 the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Decision making processes, internal criteria and procedures, consultations, and records of decisions.

Our policies and procedures

Current written protocols for delivering our services and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the services of the Trust.

The Services we offer

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

Non-disclosure of information

The classes of information will not generally include:

- 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.

The method by which information published under this scheme will be available.

THPT will indicate what information is covered by this scheme and how it can be obtained. Where possible, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Trust will indicate how information can be obtained by other means and provide it by those means.

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.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred. Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

Schedule of charges

Type of charge	Cost	Basis of charge
Photocopying	10p per page black & white / colour A4	Total costs
Postage	Actual cost of 2 nd class mail	
Admin fees	£25 per hour	Statutory fees

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by the Trust that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Requests should be sent to the COO at The Howard Partnership Trust, c/o Lower Road, Effingham, Surrey, KT24 5JR.

Information on websites

THPT Website: <http://www.thehowardpartnership.org/>

School websites may be accessed directly, or through the THPT landing page.

Guide to information available from The Howard Partnership Trust under the FoI Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 - Who we are and what we do		
Members of the Trust Board and their appointments including Register of Business Interests	THPT website	No charge
Funding Agreements and Articles of Association	Companies House, THPT and school websites	No charge
Contact details for THPT and Partnership Schools	THPT and school websites	No charge
Corporate details: registered office; directors; members;	Companies House website: www.companieshouse.gov.uk	No charge
Governance Structure	THPT website	No charge
Members of Local Governance Boards (LGBs) and their appointments including Register of Business Interests	School websites	No charge
School Prospectus and Profiles	School websites	No charge
Term dates, holidays and school session times	School websites	No charge
THPT staffing names of key personnel	THPT website	No charge
Curriculum outline	School websites	No charge
Gender Pay Gap	THPT website	No charge
Class 2 – What we spend and how we spend it		
Statutory accounts	Published on THPT website	No charge
Procurement – policy and opportunities	By written request	Schedule of charges
Financial Statements	By written request	Schedule of charges
Capital Funding and information on capital projects	By written request	Schedule of charges
Additional sources of funding	By written request	Schedule of charges

Trustee and Governor Expenses Policy	By written request	Schedule of charges
Trade Union Facility Time Reporting	THPT Website	No charge
Pupil Premium Funding	School websites	No charge
Class 3 - What our priorities are and how we are doing		
School Improvement Plans	By written request	Schedule of charges
Plans for future development	By written request	Schedule of charges
DfE performance data	DfE website and school websites	No charge
Latest Ofsted reports	School websites and Ofsted website	No charge
Newsletters	School websites	No charge
Performance Management Information	THPT website	No charge
Risk Assessments	By written request	Schedule of charges
Class 4 - How we make decisions		
Local Governance Board Terms of Reference	By written request	Schedule of charges
Agendas and Minutes of meetings of the THPT Board of Trustees and its Committees including LGBs. Information that is properly regarded as confidential will be excluded.	By written request	Schedule of charges
Admissions' Policy and Arrangements	School websites	No charge
Admissions' Appeals process	School website	No charge
Class 5 - Our policies and procedures		
Child Protection & Safeguarding Policy and procedures	School websites	No charge
Health & Safety Policy	THPT and School websites	No charge
Complaints procedure	THPT and school websites	No charge
Pay Policy	By written request	No charge
Equality and Diversity Policies	THPT and school websites	No charge
Curriculum Statements	School websites	Schedule of charges
Data Protection Policy and associated publications	THPT website	No charge
HR recruitment and retention policies	By written request	Schedule of charges

Careers Programme	School websites	No charge
Charging regimes and policies	THPT website	No charge
Class 6 - Lists and Registers		
Any lists and registers that THPT is required to keep	By written request	Schedule of charges
Class 7 - The services we offer		
Prospectuses	School websites or by written request	No charge
Out of hours clubs & Extra-curricular activities (where applicable)	School websites or by written request	No charge
Lettings opportunities	By written request	No charge
Any other published material	By written request	No charge