SOUTH DOWNS
LEARNING TRUST

INFORMATION PUBLICATION SCHEME

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Date of next Review	April 2027
Status	Statutory
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OUR VISION

A community of primary and secondary academies that are the first choice for students and families in Sussex, with an outstanding reputation for high aspiration and high achievement

Contents

Freedom of Information Publication Scheme

South Downs Learning Trust

1. Publication Scheme

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. The school has adopted the ICO Model Publication Scheme. Under this scheme, South Downs Learning Trust is required to make information available to the public as part of its normal business activities.

The Information Commissioner's Office (ICO) expects schools to make the information in the publication scheme available unless:

- The school does not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- The information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or
- It would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, the school should provide details of where to obtain it.

2. Guide to Information

In addition to the publication scheme, the ICO also requires schools to have a 'Guide to Information', to 'publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The Guide to Information sets out:

- Classes of information published under the scheme;
- How this information can be obtained; and
- Any associated cost.

3. SDLT's Guide to information

Class 1 - Who we are and what we do	How you can obtain the information	Cost
Instrument of government or articles of association	Available on Trust/school website	Free
School prospectus and curriculum	Available on Trust/school website	Free
Governing body	Available on Trust/school website	Free
Information about and duties of the governors	Available on Trust/school website	Free
Gender pay gap reporting	Available on Trust/school website	Free
School session times and term dates	Available on Trust/school website	Free
Location and contact information	Available on Trust/school website	Free

Class 2 – What we spend and how we spend it	How you can obtain the information	Cost
Annual budget and financial statements	Available on Trust/school website	Free
Expenditures Details of items of expenditure over **£5,000**	Written request	As outlined in Charges section
Capital funding Information on major plans for capital expenditure.	Written request	As outlined in Charges section
Financial Audits reports	Written request	As outlined in Charges section
Procurement and contracts Details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	Written request	As outlined in Charges section
Staff allowances and expenses	Written request	As outlined in Charges section
Staff pay and grading structures	Written request	As outlined in Charges section
Governors' allowances	Written request	As outlined in Charges section
Premiums or other forms of financial support available	Available on Trust/school website	Free
TU facility time reporting	Written request	As outlined in Charges section

Class 3 – What our priorities are and how we are doing	How you can obtain the information	Cost
Performance data supplied to the government	Available on Trust/school website	Free
Latest Ofsted report	Available on Trust/school website	Free
Performance management information	Written request	As outlined in Charges section
Future plans Any major proposals on future plans involving, for example a consultation on a change in school status.	Available on Trust/school website	Free
Exam and assessment results	Available on Trust/school website	Free
Performance tables	Available on Trust/school website	Free
Impact assessments Data protection impact assessments or any other impact assessments, as appropriate and relevant.	Written request	As outlined in Charges section

Class 4 – How we make decisions	How you can obtain the information	Cost
Admissions policy and decisions	Available on Trust/school website	Free
Minutes of meetings of the governing body and its committees	Written request	As outlined in Charges section

Class 5 – Our policies and procedures	How you can obtain the information	Cost
School policies and other documents	Available on Trust/school website	Free
Records management, personal data and access to information policies	Available on Trust/school website	Free
Equality and Diversity	Available on Trust/school website	Free
Safeguarding and child protection	Available on Trust/school website	Free
Pay policy	Written request	As outlined in Charges section
Health and safety	Available on Trust/school website	Free
Policies and procedures for human resources and the recruitment of staff	Available on Trust/school website	Free
Careers programme information	Available on Trust/school website	Free
Complaints procedures, including for dealing with parental complaints	Available on Trust/school website	Free

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	**How you can obtain the information**	**Cost**
CCTV Details of the locations of any CCTV cameras	Written request	As outlined in Charges section
Disclosure logs Disclosure log indicating the information provided in response to FOIA and EIR requests	Written request	As outlined in Charges section
Any information we are currently legally required to hold in publicly available registers	Written request	As outlined in Charges section

Class 7 – The services we offer	How you can obtain the information	Cost
Extra-curricular activities	Available on Trust/school website	Free
School publications	Available on Trust/school website	Free
Services for which the school is entitled to recover a fee, together with those fees	Available on Trust/school website	Free
Leaflets, booklets and newsletters	Available on Trust/school website	Free
Additional Information Any information that is not itemised in the lists above	Written request – see the section below on requesting information outside the scope of this scheme	As outlined in Charges section + Additional fees may be applicable for staff time spent on requests for additional information

4. Schedule of Charges

Charges may be made for actual disbursements incurred by the request for information, such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @5p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage and packaging	Actual cost of Royal Mail standard 2nd class
Other	Other relevant charges	Actual cost

The school may also charge for making data sets (or part of datasets) available for re-use, where they are considered relevant copyright works. Where the Re-use of Public Sector Information Regulations 2015 (RPSI) apply, the licensing and charges will be dealt with under that regime. Where RPSI does not apply, the school may deal with licensing and charges under the provisions of the Freedom of Information Act 2000, or another statutory power if applicable to the school.

If a charge is to be made, confirmation of the cost will be made before provision of the information. The cost may be required to be paid before the information is provided.

5. How to request information outside of the scope of the scheme

Where the information falls outside of the scope of the publication scheme, an official request should be made under the Freedom of Information Act 2000 or Environmental Information regulations 2004.

Please send any requests for information to us, labelled 'Request for Information'. Contact details are set out below:

	Address	Email	Telephone
South Downs Learning Trust	Park Avenue Eastbourne East Sussex BN21 2XR	info@sdlt.org.uk	01323 504011

Ratton School	Park Avenue Eastbourne East Sussex BN21 2XR	info@ratton.co.uk	01323 504011

Ocklynge Junior School	Ocklynge Junior School Victoria Drive Eastbourne East Sussex BN20 8XN	office@ocklynge.co.uk	01323 725839

A formal request should:

- Be dated
- Be in writing – either in a letter or email – if it is a FOIA request
- Be in writing or made by telephone if it is an EIR request
- Include the requester's name and an address for correspondence. In some cases, it may be necessary to provide proof of ID.
- Describe the information being requested. If the description is not sufficiently accurate this can cause delays in the response or in some cases it may not be possible to respond if we do not receive sufficient clarification.

6. Feedback and Complaints

We welcome any comments or suggestions you may have about the publication scheme or guide to information. If you want to make any comments or if you require further assistance or wish to make a complaint, then initially this should be addressed to dpo@sdlt.org.uk

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the data protection legislation and deals with formal complaints.

They can be contacted at:
Information Commissioner's Office
Wycliffe House
Water Lane, Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate)

Website: www.ico.gov.uk