

SOUTH BANK ACADEMIES

Publication Scheme on information available under the Freedom of Information Act 2000

This South Bank Academies' publication scheme follows the model approved by the Information Commissioner and sets out the classes of information which we publish; the format in which the information will be made available and whether the information is available free of charge or on payment.

The aim of the publication scheme is as follows;

- To specify the information that is held by the Trust and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- 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 Academy makes available under this scheme
- To make this publication scheme available to the public.
- To produce a schedule of any fee charges for access to information which is made proactively available.

1. Classes of information

Information that is available under this scheme includes:

- **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 projected and actual income and expenditure, tendering, procurement and contracts.
- **What are 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 South Bank Academies.

The services we offer

Advice and guidance, prospectuses, booklets and leaflets, transactions and media releases.

Information which **will not** be made available under this scheme includes:

- 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.

2. How to request information

Published information can be found on the Trust's website <http://www.southbankmat.org.uk>. The website also contains an Information Request form allowing any additional information to be requested.

If you are unable to access the website, information 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, using the contact details at the end of this document. To enable us to process your request quickly, please mark all correspondence **"Freedom of Information Request"**.

Information will be provided in the language it is held.

Obligations under disability and discriminations 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.

Information about specific schools

All freedom of information requests are managed by South Bank Academies. If you have a specific question about information held by or regarding one of our schools please contact the Trust directly via the routes detailed above. Our schools will forward requests they receive to South Bank Academies.

3. Charges

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 such as:

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

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be provided prior to provision of the information. Full details are shown in the Trust's Freedom of Information Charging Policy.

4. Feedback

We welcome any comments or suggestions you may have regarding this scheme. Please contact the governing body using the below contact details below.

Contact details

South Bank Academies
Technopark
103 Borough Road
London
SE1 0AA

info@southbankmat.org.uk