



St Gabriel
the Archangel

Catholic Multi-Academy Trust

Freedom of Information Policy

POLICY TO BE REVIEWED EVERY 3 YEARS OR EARLIER DUE TO ANY LEGISLATIVE CHANGES

FOR ALL ACADEMIES PART OF ST GABRIEL THE ARCHANGEL CATHOLIC MULTI-ACADEMY TRUST

Approved by: HR, Finance and Operations Committee 05/03/2026

Next Review: March 2029

1. **AIMS AND OBJECTIVES**

Aim

St Gabriel the Archangel Catholic Multi-Academy Trust (Trust) will promote a culture of openness and accountability through its Publication Scheme.

Objectives

- To make available a significant amount of routinely published information about the Trust.
- To make available, upon written request, other information not included in this publication scheme, and to ensure such requests are dealt with in a timely manner.
- To improve public understanding of:
 - o how we carry out our duties
 - o how we make our decisions
 - o how we spend our money

2. **CLASSES 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 seven broad topic areas:

Who we are and what we do

Organisational information, structures, locations and contacts.

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

What our priorities are and how we are doing

Strategies and plans, performance information, audits, inspections and reviews.

How we make decisions

Decision making processes and records of decisions.

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

Lists and registers

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

The services we offer

Information about the services the Trust provides including leaflets, guidance and newsletters.

3. **WHEN THE TRUST CAN REFUSE A REQUEST FOR INFORMATION**

Additional information that is not covered in the scheme can be requested in writing. However, this does not mean that the Trust is obliged to provide the information. In some cases, there will be a good reason why some or all of the information requested should not be made public.

The Trust will make information available unless:

- the information is not held
- the information is exempt under one of the Freedom of Information Act (FOIA) exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute (eg UK GDPR)
- the information is readily and publicly available from an external website
- 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
- the request is considered vexatious or repeated
- the request would either exceed the cost or time limit for compliance with a request. The cost limit is calculated at £25 per hour. For the Trust, the cost limit is £450, which would equal 18 hours.

Many of the exemptions are intended to protect sensitive or confidential information. However, some exemptions are there simply to avoid the legal position where two pieces of law cover the same information requested, or where the information is already available by some other means.

In addition, the Freedom of Information Act contains a number of exemptions that allows information to be withheld. In some cases it will allow the Trust to refuse to confirm or deny whether it holds the information. Some exemptions relate to a particular type of information, for instance, information relating to government policy. Other exemptions are based on the harm that would arise or would be likely to arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation. There is also an exemption for personal data if releasing it would be contrary to the Data Protection Act.

A written refusal notice will be sent when any request is partially or fully refused.

4. **HOW TO REQUEST INFORMATION**

If you require a paper version/hard copy of any of the documents within the scheme, please contact the Trust by telephone, email or letter.

Requests for information not published under this scheme must be made in writing. Contact details are set out below, or you can visit our website www.sgacmat.co.uk.

Data Protection Officer:

Email: DPO@sgacmat.co.uk

Telephone: 01782 307510/ 01902 553550

Contact Address:

St Gabriel the Archangel Catholic Multi-Academy Trust
c/o Painsley Catholic College
Station Road
Cheadle
Staffordshire
ST10 1LH

To help us process your request quickly, please clearly mark any correspondence **'PUBLICATION SCHEME REQUEST'** (in CAPITALS please).

If the information you're looking for isn't available via the scheme (and isn't on our website), you can still contact the Trust to ask if we have it.

5. CHARGES FOR INFORMATION

This scheme has the purpose of making as much information readily available to the public at minimum inconvenience.

If your request means that we have to do a lot of photocopying or printing, or have to 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.

6. FURTHER INFORMATION AND COMPLAINTS

If you require further assistance or wish to make a complaint then initially this should be addressed to:

Mrs B Raj
Data Protection Officer
St Gabriel the Archangel Catholic Multi-Academy Trust
c/o Painsley Catholic College
Station Road
Cheadle
Staffordshire
ST10 1LH

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 Freedom of Information Act 2000 and that deals with formal complaints. There is also a large amount of information on this website regarding the Freedom of Information Act. They can be contacted at:

Address:

Information Commissioner's Office,
Wycliffe House,

Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

Telephone: 01625 545 745

Email: casework@ico.org.uk

Website: <http://ico.org.uk/>

7. TIMEFRAME FOR RESPONDING TO A FOI REQUEST

Under the FOI Act, the Trust may take up to 20 working days to respond to a request, counting the first working day after the request is received as the first day. Working day means any day other than a Saturday, Sunday, or public holidays and bank holidays.

8. THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

This model publication scheme is best complied with by the following table, which identifies the information which meets the requirements of the Information Commissioner.

Information to be published.	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(Hard copy and/or website)
Who's who in the Multi Academy	Website
Who's who on the Board of Directors / Regional Governing Board / Local Governing Bodies and the basis of their appointment	Website
Instrument of Government / Articles of Association	Website
Contact details for the Principal and for the Board of Directors, via the academy (named contacts where possible).	Website
Academy prospectus (if any)	Website
Academy session times and term dates	Website
Address of academies and contact details, including email address.	Website
Gender pay gap reporting	Website
Class 2 – What we spend and how we spend it	(Hard copy and/or website)

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Annual budget plan and financial statements	Website/Hard copy
Expenditures (Provide details of items of expenditure over £5,000, including costs, supplier and transaction information, published at least annually)	Website/Hard copy
Capital funding	Hard copy
Additional funding - income generation schemes and other sources of funding (For example - Pupil Premium)	Website/Hard copy
Financial audit reports	Hard copy
Procurement and contracts (Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process).	Hard copy
Staff allowances and expenses (Provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior staff members by reference to categories. Produce this information in line with your policies, practices and procedures. As a minimum, include travel, subsistence and accommodation).	Hard copy
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy
Board of Directors' / Governors' allowances that can be incurred or claimed, and a record of total payments made to individual directors.	Hard copy
TU facility time reporting	Website
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(Hard copy and/or website)
Academy profile (n/a) And in all cases: Performance data supplied to the English Government, or a direct link to the data	Website

• The latest Ofsted report • Post-inspection action plan	
Appraisal policy and procedures adopted by the Board of Directors.	Hard copy
Performance data or a direct link to it	Website
The academy's future plans; for example, proposals for and any consultation on the future of the academy.	Hard copy
Exam and assessment results	Website
Performance tables	Website
Data protection impact assessments	Hard copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(Hard copy and/or website)
Admissions policy/decisions (not individual admission decisions) – where applicable	Website
Agendas and minutes of meetings of the Board of Directors and its committees including Local Governing Bodies (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	(Hard copy and/or website)
School policies and other documents, such as: • behaviour • anti-bullying • eSafety • special educational needs policies.	Website
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) • CCTV (where applicable)	Website/Hard copy
Equality and diversity	Website
Safeguarding and child protection	Website

Pay policy – the statement of the pay policy and procedures regarding teachers’ pay.	Hard copy
Health and safety	Website
Policies and procedures for human resources and the recruitment of staff	Website/hard copy
Careers programme information	Website/hard copy
Complaints procedures, including for dealing with parental complaints	Website
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(Hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard copy
CCTV – Details of the locations of any overt CCTV surveillance cameras (where applicable)	Hard copy
Disclosure logs	Hard copy
Asset register	Hard copy
Any information the academy is currently legally required to hold in publicly available registers	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(Hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Website
Out of academy clubs	Website
Academy publications	Website
Services for which the academy is entitled to recover a fee, together with those fees	Hard copy
Academy publications, leaflets, books and newsletters	Website

9. **REVIEW OF THIS PROCEDURE**

We may update this policy from time to time. Any changes will be posted on our website and will be effective from the date of posting.

Version	Date	Action/Notes	Signature of Chair of Committee/Board
1	05/03/2026	Approved by the HR, Finance and Operations Committee	Bernard King