



Freedom of Information Policy

Approved by	Board of Directors		
Date	05 September 2026	Next review due	09/2027

Summary of Changes

Version	Date	Summary of Changes	Approved By
1	July 2020	Change of address for the Trust	Dr Martin Young CEO
2	July 2021	No changes	Dr Martin Young CEO
3	August 2022	No changes	Dr Martin Young CEO
4	September 2023	No changes	Dr Martin Young CEO
5	February 2024	Includes Hannah Ball Academy	Dr Martin Young CEO
6	July 2025	No changes	Dr Martin Young CEO
7	September 2026	CEO change How to request information updated Links with other policies added Based on Key policy approved by Forbes solicitors	Board of Directors

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1. Introduction: what a publication scheme is and why it has been developed.

The Park Federation Academy Trust Directors are responsible for maintenance of this scheme and have devolved policy approval status to the Chief Executive Officer and Federation Principal, Mrs Helen Abell. This policy applies to all Trust academies.

The Park Federation Academy Trust aims to:

- Enable every child to fulfill their learning potential with education tailored to individual needs.
- Help every child develop the skills, knowledge, and personal qualities required for life and work.
- Be clear, open, and proactive about the information we make available to the public in accordance with statutory requirements.

This policy outlines our commitment to transparency and sets out our statutory Publication Scheme under the Freedom of Information Act 2000 (FOIA).

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our public scheme is either available for you on our website to download and print off, or available in paper form.

Information held by the Trust that involves personal data or sensitive child protection information is protected and excluded from public disclosure.

2. Categories of Information

This publication scheme conforms to the model scheme for academies approved by the Information Commissioner and includes: -

Categories of Information Published – see Annex A

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. The classes of information that we undertake to make available are organized into four broad topic areas:

Websites;

The Trust Board and Academy Council documents, unless designated as confidential (e.g. personal data protected under the Trust's Data Protection Policy, information linked to Child Protection etc.).

For information, the legal Governing Body of The Park Federation Academy Trust and all its academies is the Trust Board. Each individual academy has its own Academy Council which has defined duties and responsibilities devolved to it by the Trust Board. This does not include the setting and approval of the Freedom of Information Policy as this is a statutory policy for academies and is maintained by the Trust Board;

Pupils and Curriculum – information about policies that relate to pupils and the curriculum;

Trust and academy-specific policies and other information related to the Trust – information about policies that relate to the academies in general or to specific academies.

Further details are given at Annex A

3. How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the Trust by letter. Contact details are set out below, or you can visit our website at:

www.theparkfederation.co.uk.

Email: tpfoffice@theparkfederation.org

Tel: 0203 096 9754

Contact address: The Park Federation Academy Trust, C/O James Elliman Academy, Elliman Avenue, Slough, Berkshire, SL1 1TE

To help us process your request quickly, please clearly mark any correspondence

PUBLICATION SCHEME REQUEST (in CAPITALS please).

If the information you are 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.

Response Timescales

The Trust will respond to FOI requests within 20 working days (or 20 school days / max 60 working days for academies during extended holiday periods as per ICO guidelines).

Refusal Grounds & Cost Limits

The Trust may at times refuse a request on the following basis:

Cost limit: Where fulfilling the request exceeds the statutory threshold (£450 or 18 hours of staff work).

Vexatious or Repeated: Requests that are oppressive, repetitive, or lack serious purpose.

Exemptions: Where a relevant exemption is applicable under FOIA (e.g., Section 40 for Personal Data under UK GDPR).

4. Paying For Information

Information published on the website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or considerable administration time is required we will let you know before fulfilling your request. Where there is a charge, this will be indicated by a £ sign in the description box.

5. Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to the Chief Executive Officer.

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 organisation ensures compliance with the Freedom of Information Act 2000 and deals with the formal complaints.

They can be contacted at:

Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Or enquiry/information line: Tel: 0303 123 1113 (local rate)

Email: casework@ico.org.uk

Website: www.ico.org.uk

6. Links with Other Policies

This policy links directly to:

- Data Protection Policy & Privacy Notices
- Complaints Policy
- Child Protection and Safeguarding Policy

Annex A – Categories of Information Published

Information Category	Description/Included Documents	Location/Availability
1. Federation & Academy Information	• School admissions arrangements • Equality and Accessibility Plans • Health and Safety Policy • Anti-Bullying Policy • Academic & Financial performance data • Latest Ofsted summary report • Pupil Premium strategies	Trust & Academy Websites / Hard copy on request www.theparkfederation.co.uk
2. Governance & Trust Details	• Trust and constituent academy names • Names of Trust Members, Directors/Trustees, and Academy Council Governors • Categories of Board Directors and Governors • Externally audited annual accounts • Master Funding Agreement	Trust Website www.theparkfederation.co.uk
3. Pupils & Curriculum	• Home-School Agreements • Curriculum Policies, schemes of work, syllabuses • Relationships and Sex Education (RSE) Policy • Special Educational Needs and Disabilities (SEND) Policy • Accessibility Plans • Behaviour Policy & Child Protection Policy	Trust Website www.theparkfederation.co.uk
4. Trust Policies & Operational Information	• Trust-wide statutory policies • General operational policies and documentation	Trust & Academy Website www.theparkfederation.co.uk