



Westcountry Schools Trust (WeST)

FREEDOM OF INFORMATION STATEMENT

Mission Statement

WeST holds a deep seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our quest to ensure that all children and adults that we serve are given every opportunity to fulfil their potential and succeed in life.

Westcountry Schools Trust adopted this statement in October 2022

Westcountry Schools Trust will review this statement annually

Introduction

Westcountry Schools Trust is committed to the Freedom of Information Act 2000 (FOI Act 2000) and to the principles of accountability and the general rights of access to information, subject to legal exemptions.

The FOI Act 2000 provides that any person has a legal right to ask for information held by a public body. They are entitled to be told whether the organisation holds the information, and to receive a copy of requested information, subject to certain exemptions.

This document outlines the Trust approach FOI Act 2000 and the framework and procedure for managing any request made under the act.

All information that Westcountry Schools Trust routinely makes available to the public is included in the Publication Scheme.

Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information. The FOI Act 2000 is fully retrospective; any past records which Westcountry Schools Trust holds are subject to the terms of the act. Westcountry Schools Trust adheres to the Retention Schedule set out in the Information Records Management Society Toolkit for Schools. It is an offence to wilfully conceal damage or destroy information in order to avoid responding to an enquiry.

Comments and Complaints

We welcome comments and suggestions you may have about the scheme. If you want to make any comments about the publication scheme or if you require further assistance or wish to raise an issue this should be addressed to:

Data Protection Officer, Westcountry Schools Trust, 51 Encombe Street, Plymstock, Plymouth. PL9 7GN
or email: Dpo-west@westst.org.uk

If you are not satisfied with the assistance that you get or if we have not been able to resolve your query, you can make a complaint to the Information Commissioners Office.

<https://ico.org.uk/make-a-complaint/>

Westcountry Schools Trust Publication Scheme

The Westcountry Schools Trust Publication Scheme contains all information available under the FOI Act 2000.

We publish information about

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

The scheme covers information already published and information which is to be published in the future. The Publication Scheme and the materials it covers will be available on the Westcountry Schools Trust website. Hard copies are available on request.

Requests for Information

As a public body subject to the requirements of FOI Act 2000 Westcountry Schools Trust recognises its duty to:

- Provide advice and assistance to anyone requesting information.
- Advise enquirers whether or not we hold the information they are requesting (the duty to confirm or deny) and provide access to the information we hold in accordance with the Westcountry Schools Trust Freedom of Information Procedures.

If you require hard copies of any of the documents within the Publication Scheme, please contact the Data Protection Officer at Westcountry Schools Trust, 51 Encombe Street, Plymstock, Plymouth. PL9 7GN
or email dpo-west@westst.org.uk

If the information you are looking for is not available via the publication scheme or on our website, please contact us on the details above to ask if we hold the information. Any request for information must be made in writing (including email). To help us process your request quickly please clearly mark any correspondence '**FOI REQUEST**' (in CAPITALS please)

To assist with dealing with your request promptly, please ensure the following:

- Make your request in writing (including email)
- State your name and correspondence address.
- Describe the information requested so that it is clearly identifiable.
- Verbal requests are not covered under the FOIA.
- Enquiries will be dealt with within 20 working days (or 60 working days if the request is received during the school holidays). If this deadline cannot be met Westcountry Schools Trust will inform the enquirer.

We will deal with your request under the FOI Act 2000 where it is not covered by other legislation (e.g. Data Protection Act 2018 or environmental information).

Information will not be disclosed if one or more of the following applies:

- An exemption to disclosure, which may be **absolute** (where there is no obligation to confirm or deny the information is held, disclose the information or consider the public interest test) or **qualified** (where, even if an exemption applies, there is a duty to consider the public interest test);
- The information sought is not held
- Requests are considered vexatious or repeated.
- The cost of compliance exceeds the threshold (£450). (Information published on the Westcountry Schools Trust and Academies websites is free although you may incur costs from an internet service provider. If you do not have access to the internet, you can access our websites using a local library or internet cafe.) Where the cost of postage, printing or photocopying is below £10, we will not make a charge. Where it is over £10, the first £10 will be free of charge; after that, we will charge the full estimated cost of postage and copying. Before we produce the information we will tell you how much it will cost. If you decide not to pay, then we will not release the information. If you decide to refine the request so it reduces the cost of, say, copying we are happy to discuss that with you.

When we wish to apply a qualified exemption to a request we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public *Freedom of Information and Publication Scheme Policy and Procedure* interest in disclosing the information. Public interest may not be the same as that which may be of interest to the public. Westcountry Schools Trust will maintain a register of requests where we have refused to supply information and the reasons for the refusal. Information will be retained for 5 years.

Factors taken into account when weighing up public interest include but are not limited to:

For Disclosure	Against Disclosure
Is the disclosure likely to increase access to information held by the school	Is disclosure likely to distort public reporting or be misleading because it is incomplete?
Is disclosure likely to give the reasons for a decision or allow individuals to understand decisions affecting their lives or assist them in challenging those decisions?	Is premature disclosure likely to prejudice fair scrutiny, or release sensitive issues still on the internal agenda or evolving?
Is disclosure likely to improve the accountability and transparency of the academy in the use of funds and help show that it obtains value for money?	Is disclosure likely to cause unnecessary public alarm or confusion?
Is disclosure likely to contribute to public debate and assist the understanding of existing or proposed policy?	Is disclosure likely to seriously jeopardise the academy's legal or contractual position?
Is disclosure likely to increase public participation in decision making?	Is disclosure likely to infringe other legislation?
Is disclosure likely to increase public participation in political processes in general?	Is disclosure likely to create a controversial precedent on the release of information or impair your ability to obtain information in the future?
Is disclosure likely to bring to light information affecting public safety?	Is disclosure likely to adversely affect the schools proper functioning and discourage openness in expressing opinions?
Is disclosure likely to reduce further enquiries on the topic?	If a large amount of information on the topic has already been made available, would further disclosure shed any more light, or serve any useful purpose?

Classes of Information Currently Published

This publication scheme conforms to the model scheme for Academies approved by the Information Commissioner.

Who Are We and What Do We Do

Organisational information, structures, locations and contacts.

Information published	Availability
Who's who in the Academy	Trust website https://www.westst.org.uk/aboutthemat Meet the team
Trust members and trustees	Trust website https://www.westst.org.uk/aboutthemat Members Trustees
Local Governing Board Members	Individual School websites
Governance structure, Statement of Intent and Articles of Association and Supplemental Funding Agreements	Trust website https://www.westst.org.uk/aboutthemat

Senior staff structure	Individual School's websites Trust website https://www.westst.org.uk/aboutthemat Leadership Team
Contact details of the Head of School or Principal or Executive Headteacher	Individual School's websites CEO WeST - CEO contact
School Prospectus	Individual School's websites
School session times and term dates	Individual School's websites
Contact details of the trust	Trust website https://www.westst.org.uk/

What We Spend and How We Spend It

Current and previous year financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Information published	Availability
Trust Annual Report within Audited accounts	Trust website https://www.westst.org.uk/page/?title=Statutory+Accounts&pid=21
Pay policy	Staff internet pages
Staff grading and structure	Staff internet pages

Our Priorities and How We Are Doing

Strategies and plans, performance indicators, audits, inspections and reviews

Information published	Availability
School Profile Government supplied performance data Latest Ofsted report	Individual school websites DfE Compare schools website DfE Compare schools Ofsted website https://reports.ofsted.gov.uk/
Performance management policy and procedure	Staff internet pages
Trust's future plans e.g. proposals for any imminent or known consultation on the future of the academy such as a change in status	Trust website https://www.westst.org.uk/news/?pid=3&nid=1
Safeguarding policies and procedures	Trust website Individual school websites for local Designated Safeguarding Leads contact information

How We Make Decisions

Processes and records for last 3 years

Information published	Availability
Admissions policy and decisions (not individual decisions)	Policy available on individual school websites Decisions available in hard copy Links on Trust website WeST - School Admissions
Minutes of meetings of the Trust (excluding information properly regarded as private to the meetings)	Details provided on Trust website WeST - Trust Board minutes
Local governing body meeting minutes	Individual school websites

Our Policies and Procedures

Current written protocols, policies and procedures

Information published	Availability
School Policies	Trust website WeST - Key documents Individual school policies where applicable.
Charging and Remissions Policy	Trust Website WeST - Key documents
Health and Safety Policy	Trust Website WeST - Key documents
Complaints Procedure	Trust Website WeST - Key documents
Staff Conduct Policy	Staff Internet pages
Discipline and Grievance Policy	Staff Internet pages
Recruitment and Selection Policy	Trust website WeST - Key documents
Equal Opportunities Policy	Staff Internet pages
Curriculum Policy	Individual schools' websites
Special Educational Needs Policy	Individual school's websites
Pupil Behaviour Policy	Individual school's websites
Data Protection Policy Privacy Notices Freedom of Information Statement	Trust Website https://www.westst.org.uk/aboutthemat - General Data Protection Regulations

Lists and Registers

Information published	Availability
Asset register	Available on request

Services We Offer

Services we offer including leaflets, guidance and newsletters

Information published	Availability
Extra-curricular activities	Individual school's websites
Out of school clubs	Individual school's websites
School leaflets	Individual school's websites
Newsletters	Individual school's websites Trust website WeST - Weekly Whistle (westst.org.uk)

Westcountry Schools Trust: Schools and organisations

Links to each schools website can be found at: [WeST - Home page](#)

Westcountry Schools Trust Member	Site Address
Ashburton Primary School	Whistley Hill, Ashburton. TQ13 7DW
Atrium Studio School	Balland Lane, Ashburton. TQ13 7EW
Austin Farm Academy	Delamere Road, Egguckland, Plymouth. PL6 5XQ
Boringdon Primary School	Courtland Crescent, Plympton, Plymouth. PL7 4HJ
Buckfastleigh Primary School	Bossell Road, Buckfastleigh. TQ11 0DD
Callington Community College	Launceston Road, Callington, Cornwall. PL17 7DR
Chaddlewood Primary School	Hemerdon Heights, Plympton, Plymouth. PL7 2EU
Coombe Dean School	Charnhill Way, Elburton, Plymouth. PL9 8ES
Morley Meadow Primary School	51 Encombe Street Plymstock, Plymouth. PL9 7GN
Egguckland Community College	Westcott Close, Egguckland, Plymouth. PL6 5YB
Ermington Primary School	Ermington, School Road, Ivybridge. PL21 9NH
Glen Park Primary School	Glen Road, Plympton, Plymouth. PL7 2DE
Hele's School	Seymour Road, Plympton, Plymouth. PL7 4LT
Holbeton Primary School	The Square, Holbeton, Devon. PL8 1LT
Ivybridge Community College	Harford Road, Ivybridge, Devon. PL21 0JA
Manor Primary School	Manor Way, Ivybridge. PL21 9BG
Oreston Community Academy	27 Oreston Road, Plymstock, Plymouth. PL9 7JY
Plymstock School	Church Road, Plymstock, Plymouth. PL9 9AZ
Plympton St Maurice Primary School	Plympton Hill, Plympton, Plymouth. PL7 1UB
Sherford Vale School	Hercules Road, Sherford, Plymouth. PL9 8FA
South Dartmoor Community College	Balland Lane, Ashburton TQ13 7EW
Stowford School	Exeter Road, Ivybridge, Devon. PL21 0BG
Ugborough Primary School	Ugborough, Ivybridge. PL21 0NJ
Wembury Primary School	Knighton Road, Wembury, Plymouth. PL9 0EB
Woodford Primary School	Litchaton Way, Plympton, Plymouth. PL7 4RR
Woodlands Park Primary School	Abbot Road, Ivybridge, Devon. PL21 9TF
Yealmpton Primary School	Stray Park, Yealmpton, Plymouth. PL8 2HF
The Learning Institute	51 Encombe Street, Plymstock, Plymouth. PL9 7GN