

Freedom of Information Policy

This policy is effective for all schools within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

Version:	4.1
Last reviewed:	October 2024
Ratified by:	Executive Team
Date ratified:	12/11/2024
Next review date:	October 2026 (every 2 years)

Revision History:

Version	Date	Author	Summary of Changes:
4.1	Oct 2024	CBR	Scheduled review. Changed approval by Board to Executive Team.
4.0	June 2022	CBR	Section 10 – changed from complaints procedure to internal review in line with FOI Code of Practice.
3.0	June 2020	EMA	The addition of 3. Freedom of Information Publication Scheme, to include the schemes adopted by the Trust and in place at each academy and updated contact details for FOI requests.
2.0	Nov		

1. Introduction

TMET, along with all other public authorities, must comply with the Freedom of Information Act. The Act was created as an initiative to increase openness and transparency in Government, with the Freedom of Information Act passed on 30 November 2000.

The Act obliges organisations covered by it to publish certain information about their activities and, additionally, to make any other information (with a number of statutory exceptions) available upon request.

2. Scope

This policy is intended to cover all records created in the course of the business of TMET. This includes email messages and other electronic records.

This policy applies to all TMET employees, including temporary, casual or agency staff and contractors, consultants and suppliers working for, or on behalf of, TMET.

3. Freedom of Information Publication Scheme

The Freedom of Information Act requires every public authority to have a publication scheme, which is approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The scheme must set out the public authority's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

To help schools do this the ICO has developed a model publication scheme. The Trust has adopted the ICO version designed for academies. Each academy has an individually tailored publication scheme published on their website, alongside the [ICO model publication scheme guidance](#) as required.

The publication schemes are monitored annually by the Trust.

4. Requesting information

The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

Under the second provision of the Act, the right to request information, anyone may make a request in writing for recorded information held by TMET or its schools. A request for information not included already published must be made in writing to:

Email:
info@tmet.uk

11. Information Commissioner

After an internal review, you are still dissatisfied with the outcome, you have the right to refer the matter to the Information Commissioner under FOIA s50 (see [FOI and EIR complaints | ICO](#)).

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.