



Windsor Academy Trust (Enter Academy Details)

Freedom of Information Policy	
Responsible Committee:	People and Culture Committee
Date approved by the Board of Directors:	19th September 2024
Implementation date:	September 2024
Next review date:	September 2026

Appendices

Appendix A..... Managing a FOI Request

Appendix B..... Freedom of Information Request Log

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Freedom of Information Policy Statement

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4.1 For a request to be valid under the FO

Proactively publish or otherwise make available as a matter of routine, information which is held by WAT and falls within the classifications outlined at section 7 of this policy.

Specify the information held by WAT that falls within the classifications.

Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

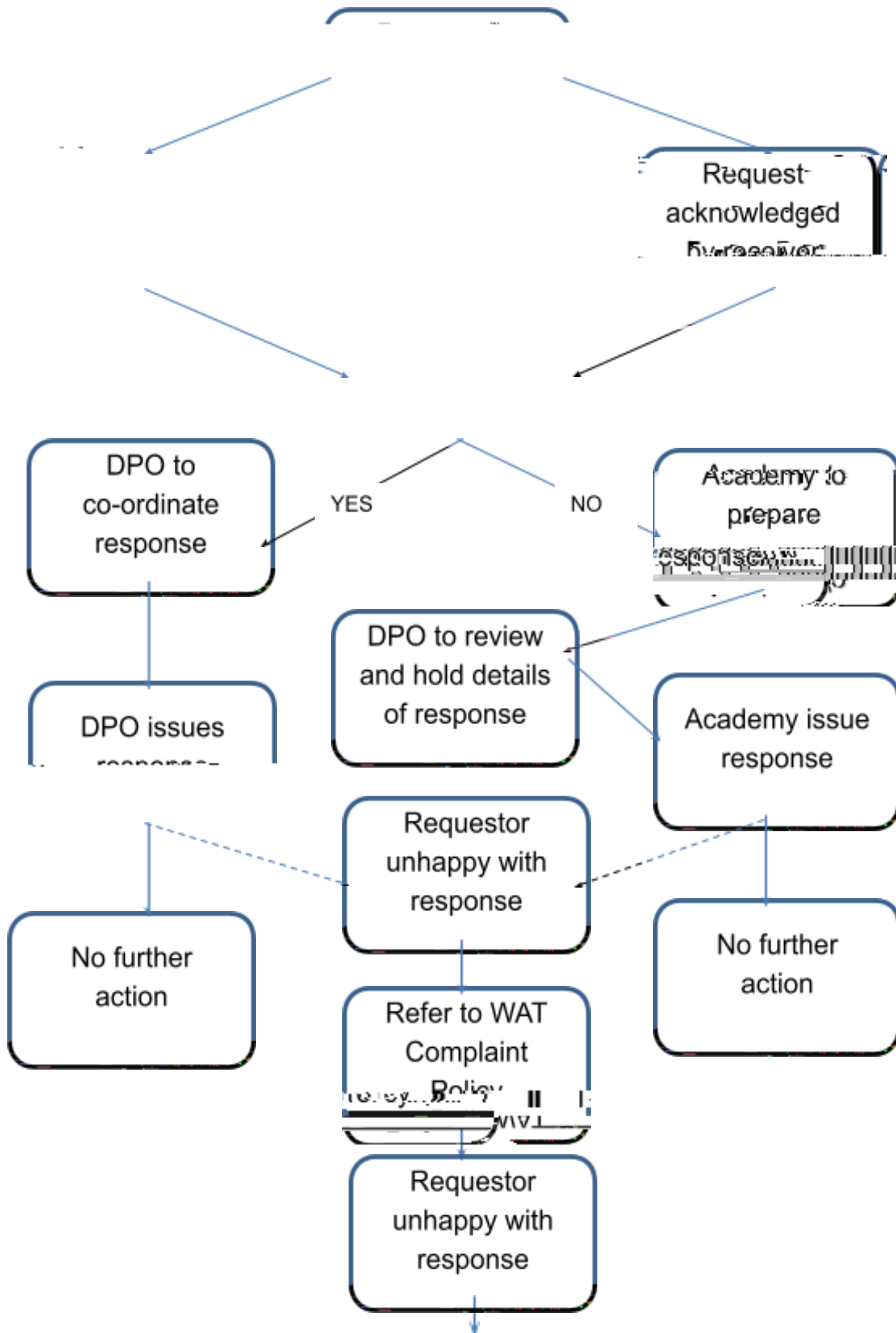
Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.

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7.2 Details of information made available are outlined at Appendix C B which also considers the information outlined in WAT's Scheme of Delegation and the requirements outlined by the Department for Education. **What academies,**

Managing a FOI Request



Information to be published – Windsor Academy Trust

What is published	How it can be obtained Information held on the Windsor Academy Trust Website can also be accessed using Academy website hyperlinks
Who	Who



Information relating to Executive Pay (as outlined in the Academies Financial Handbook)

WAT Website

Gender Pay Gap Reporting

WAT website

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Scheme of Delegation

WAT website

Minutes of Committees and Board of Directors' meetings

Hard copy on request

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews

WAT Strategy, vision, values and ethos

WAT website

WAT Equality Objectives

WAT website

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

WAT Policies and Privacy Notices

WAT website

Education

HR

Finance

General Compliance

Functions

Lists and registers

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

**Declaration of Interests as required as outlined in the
(Academy Trust Handbook)**

Hard Copy on request

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

WAT publications

WAT website/Hard copy

Information to be published –



Name and contact details for members of staff who deals with queries from parents and other members of the public

Academy website

Name and contact details of the SEN Co-ordinator (SENCO)

Academy website

Details of the academy's sponsor

Academy website

Academy website



Ofsted Reports

Academy website

Academy Equality Objectives

Academy website

Our policies and procedures
Current written protocols for delivering our functions and responsibilities.

WAT and Academy Policies and Privacy Notices

Academy website

Education

HR

Finance

General Compliance

Information held

Lists and registers
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The services we offer

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Academy website/hard copy

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Charges