



## **BPET Freedom of Information Policy**

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 May 2018
Renewal:	2 Years
Review Date:	May 2020

## Contents

1.0	Bellevue Place Education Trust – Our commitment .....	3
2.0	Rationale .....	3
3.0	Introduction .....	3
4.0	Classes of information .....	4
5.0	How to request information .....	6
6.0	National Website .....	6
7.0	Approval by the Bellevue Place Education Trust Board.....	6

## **1.0 Bellevue Place Education Trust – Our commitment**

### ***Learn. Enjoy. Succeed.***

Three words that mean the world to us.

Three words that have been with us from the day we started Bellevue Place Education Trust.

Three words that govern all that we do.

As a parent you can expect excellence, both in how we teach and nurture your child. We foster a positive attitude to life, encouraging a 'be interested and be interesting' attitude by providing a rich learning environment full of arts, drama, sport, music and academic rigour.

Bellevue Place children are happy, confident, successful 'all rounders' who expect to win and achieve in an inclusive setting where children, parents and school staff work together to provide the best. Our commitment to you and your child is that we will teach them to learn, enjoy and succeed both in their school career and beyond.

## **2.0 Rationale**

This policy sets out the Trust's response to meeting the requirement for information to be made available under the Freedom of Information Act 2000. The Trust and the BPET schools fall under the vires of this act and commit to provide information in an open and transparent manor.

This publication adopts the Information Commissioner Office's model scheme through this policy.

## **3.0 Introduction**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an BPET to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the BPET. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an BPET:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the BPET and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

#### **4.0 Classes of information**

##### **Who we are and what we do.**

Bellevue Place Education Trust is charity limited by guarantee and is the legal entity for the schools it maintains and manages – these can be viewed [here](#).

Registered Office: Rutherford House School, 217 Balham High Road, Balham, London, SW17 7BQ

##### **What our priorities are and how we are doing.**

BPET operates seven Free Schools across London and in Maidenhead. All BPET schools are focused to deliver high quality provision in areas where there is a shortage of primary school places. BPET vision is to run autonomous schools, with support for back office support, with freedom over the educational delivery, within the vision of the Trust.

##### **How we make decisions.**

The BPET Board are responsible for operation of the Trust and have delegated responsibility to the Chief Executive, as the Accounting Officer for the Trust. The decision making for the Trust is set out in the [BPET Governance Structure](#) and within the [BPET Scheme of Delegation](#).

##### **Our policies and procedures.**

The current key policies and procedures are published on the [BPET website](#)

##### **Lists and registers.**

The BPET Board and required to publish their [Register of Interests](#) annually.

##### **The services we offer.**

Bellevue Place Education Trust (BPET) is a multi-academy trust that sponsors seven primary Free Schools across London. Our core purpose is to establish, maintain and manage state funded Free Schools.

All Bellevue Place Education Trust schools are focused to deliver high quality education provision in areas where there is a shortage of primary school places.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

#### **4.0 The method by which information published under this scheme will be made available**

BPET will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, BPET will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where BPET is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public

Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **5.0 How to request information**

All Freedom for Information should be made to [info@BPET.co.uk](mailto:info@BPET.co.uk) or in writing to:

**Bellevue Place Education Trust, 52-58 Arcola Street, Dalston, London E8 2DJ**

To help us process a request quickly, any correspondence should be marked:

"FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST" (in CAPITALS)

### **6.0 National Website**

Further information is available at: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

### **7.0 Approval by the Bellevue Place Education Trust Board**

This policy has been formally approved and adopted by the BPET Board and this policy will be reviewed every two years by the Trust