

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

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1. Introduction: What is a Publication Scheme and why it has been developed

The Freedom of Information Act 2000 gives the public right of access to information produced in the course of the work done by Oasis Community Learning (OCL). Under the Freedom of Information Act, OCL has developed this Publication Scheme which lists the documents which OCL has available to the public as a matter of routine, in line with the Department for Education recommendations.

This Publication Scheme commits OCL 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 OCL. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

This Publication Scheme commits OCL:

- to proactively publish, or otherwise make available as a matter of routine, information, which is held by OCL and falls within the classifications below.
- to specify the information that is held by OCL 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 OCL 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.

If the information you are looking for is not available in our Publication Scheme, you can make a written request for this information. Please see section 5.

The exemptions to the FOIA right of access relates to data about living, identifiable people, "personal data", which is covered by the Data Protection Act (DPA) 1998 or Subject Access Request (SAR) and is not generally publicly available, except to the "subject" of the data - that is, the person whom the data is about.



2. About Oasis Community Learning

Oasis Community Learning is a company limited by Guarantee registered in England and Wales (no. 5398529) and an exempt charity under the terms of the Charities Act 1993 and 2006.

Oasis Community Learning was set up in 2004 with the express purpose of transforming learning, lives and communities through the development of the Oasis Academies, of which there are now over 50.

The vision of Oasis Academies is to achieve Exceptional Education at the heart of community. As well as delivering first-class and innovative education, Oasis builds 'hubs' in the areas it works; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seeks to create and sustain a network of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnerships between students, parents/ carers and the local community, along with the wider national and international links the Oasis' global operations create.

More information can be found at www.oasiscommunitylearning.org

3. Classes of Information

1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3. What our priorities are and how we are doing

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

4. How we make decisions

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



5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

6. Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of OCL.

7. The Services we offer

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

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. The method by which information published under this scheme will be made available

Information to be published	How the information can be obtained (email / hard copy and/or website)	Cost
CLASS 1 – WHO WE ARE AND WHAT WE DO Organisational information, structures, locations and contacts This will be current information only		
Master Funding Agreement	http://www.oasiscommunitylearning.org/content/oasis-statutory-information	No charge
Articles of Association	http://www.oasiscommunitylearning.org/content/oasis-statutory-information	No charge
Oasis National Staffing Structure	Email / Hard copy	Schedule of charges
Oasis Board of Trustees	http://www.oasiscommunitylearning.org/content/governance-64	No charge
Oasis Academies Key Personnel	See each Academy's individual website	No charge
Oasis Academies Lists of Academy Councillors	Email / Hard copy	Schedule of charges
Oasis Academies term dates and holidays	See each Academy's individual website	No charge
Oasis Academies Prospectuses	See each Academy's individual website	No charge
GCSE results	See each Academy's individual website	No charge
CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous 2 financial years		
Statutory accounts	http://www.oasiscommunitylearning.org/content/oasis-statutory-information	No charge
Value for money statement	http://www.oasiscommunitylearning.org/content/oasis-statutory-information	No charge
Procurements and contracts	Email / Hard copy	Schedule of charges
Pay Policy	Email / Hard copy	Schedule of charges
Purchasing And Tendering Policy	Email / Hard copy	Schedule of charges
Expenses Policy	Email / Hard copy	Schedule of charges
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING Strategies and plans, performance indicators, audits, inspections and reviews Current information		
Ofsted focused inspection outcome letter of Oasis Multi-Academy Trust	https://www.gov.uk/government/publications/focused-inspection-outcome-letter-of-oasis-multi-academy-trust	No charge



Oasis Academies Ofsted Reports	Ofsted website: https://www.gov.uk/government/publications/focused-inspection-outcome-letter-of-oasis-multi-academy-trust	No charge
Promoting Student Welfare And Child Protection Policy	Email / Hard copy	Schedule of charges
Academies opening soon	http://www.oasiscommunitylearning.org/content/opening-soon	No charge
Performance Tables and Results	http://www.education.gov.uk/schools/performance/	No charge
CLASS 4 – HOW WE MAKE DECISIONS Decision making processes and records of decisions Current and previous 3 years as a minimum		
Oasis Academies Admissions Policy	See each Academy's individual website	No charge
CLASS 5 – OUR POLICIES AND PROCEDURES Current written protocols, policies and procedures for delivery our services and responsibilities Current information only		
Charging And Remissions Policy	Email / Hard copy	Schedule of charges
Health And Safety Policy	Email / Hard copy	Schedule of charges
Parental Complaints Policy	Email / Hard copy	Schedule of charges
Staff Discipline Policy	Email / Hard copy	Schedule of charges
Grievance Procedure	Email / Hard copy	Schedule of charges
Pay Policy	Email / Hard copy	Schedule of charges
Oasis Group Data Sharing Protocol	Email / Hard copy	Schedule of charges
Primary Home-School Agreement	Email / Hard copy	Schedule of charges
Curriculum Policy	Email / Hard copy	Schedule of charges
Sex And Relationships Education Policy	Email / Hard copy	Schedule of charges
Special Educational Needs And Disability SEND Policy	Email / Hard copy	Schedule of charges
Disability Equality Policy	Email / Hard copy	Schedule of charges
Inclusion Policy	Email / Hard copy	Schedule of charges
Race Equality Policy	Email / Hard copy	Schedule of charges
Collective Worship Policy	Email / Hard copy	Schedule of charges
Behaviour for Learning Policy	Email / Hard copy	Schedule of charges
E-Safety Policy	Email / Hard copy	Schedule of charges
Oasis Security Policy Statement	Email / Hard copy	Schedule of charges
Oasis Group Data Protection Policy	Email / Hard copy	Schedule of charges
Equality And Diversity Policy	Email / Hard copy	Schedule of charges
Recruitment And Selection Policy	Email / Hard copy	Schedule of charges
CLASS 6 – LISTS AND REGISTERS		



Currently maintained lists and registers only		
Asset register	Email / Hard copy	Schedule of charges
Business Interest Register	http://www.oasiscommunitylearning.org/content/governance-structure	No charge
CLASS 7 – THE SERVICES WE OFFER		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Current information only		
What we offer	http://www.oasiscommunitylearning.org/content/what-we-offer	No charge
News and Newsletters	OCL website and individual Academy websites	No charge

5. 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 Oasis 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, as will information which can be provided by email.

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.

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.

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 4p per A4 sheet (black & white)	Actual Cost £0.04p
	Photocopying/printing @ 6p per A4 sheet (colour)	Actual Cost £0.06p
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

6. 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.

7. Contact details

If you require a paper version of any information, or want to ask whether information is available, please contact OCL by email. Contact details are set out below.

Email address: Fran.Wisniewska@oasisuk.org