

Newham Community Learning - Freedom of Information Policy

Last updated: September 2022

Applies to: Newham Community Learning

Approved by: Trust Board, September 2022

[NCLTrust.net](https://www.ncltrust.net)

Tel: 0330 053 4810 | Email: ceo.pa@ncltrust.net | [@NCLTrust](https://twitter.com/NCLTrust)
Newham Community Learning - Trust Office, Pretoria Road, London E16

Newham Community Learning is a charitable company limited by guarantee and registered in England and Wales.
Company Number 09896221. Registered office: Sarah Bonnell School, Deanery Road, London E15 4LP.

Contents

1. Overview of the Policy Management Process	3
1.1. Document history	3
1.2. Review and approval	3
2. Newham Community Learning - Freedom of Information Policy (including requests for environmental information made under the Environmental Information Regulations)	4
2.1. Introduction and purpose	4
2.2. Making a Freedom of Information Request	4
2.3. Making a Request for Environmental Information Request	4
2.4. Requests for information in the Trust's Publication Scheme	4
2.5. Freedom of Information requests not covered by the Publication Scheme	5
2.6. Timescales for responses	5
2.7. Responses to Requests	5

1. Overview of the Policy Management Process

1.1. Document history

Date	Revision	Version number (substantive revisions are allocated a new whole number; minor revisions are designated by the addition of a consecutive decimal point)
Sept 2021	NCST Trust level Freedom of Information Policy in place	v1.0
Sept 2022	Reviewed, updated and released as a Newham Community Learning Policy	v1.1
Aug 2023	Update to phone number and CEO.PA email account	v1.2

1.2. Review and approval

The Freedom of Information Policy applies to the whole Trust. It is reviewed by the Executive Team (and/or their delegates) and is then presented to the Trust Board for approval (via a relevant board committee if appropriate).

It is reviewed in line with the Trust Policy Review Schedule.

2. Newham Community Learning - Freedom of Information Policy (including requests for environmental information made under the Environmental Information Regulations)

2.1. Introduction and purpose

Newham Community Learning (NCL) is an Academy Trust and as such it is a public authority for the purposes of the Freedom of Information Act 2000 (and the Environmental Information Regulations 2004).

This policy is for members of the public making requests.

The CEO's PA is responsible for acknowledging requests, collating the information requested, assessing the application of any exemptions and responding to all requests received by the Trust unless they are requests which can be treated as normal day to day enquiries.

The CEO's PA is also responsible for acknowledging requests for and coordinating responses to requests for internal review.

In this policy the person who makes the request is called 'the requester'.

2.2. Making a Freedom of Information Request

Any person may make a request by submitting it to ceo.pa@ncltrust.net.

Or by sending it to:

For the attention of the CEO's PA at the Trust Office, South East Building, Eastlea Community School, Exning Road, London, E16 4NL.

An FOI request must be made in writing. However, if, because of disability, it is difficult for you to put your request in writing then please telephone the CEO's PA at the Trust Office on 0330 053 4810, and we will write it down for you.

2.3. Making a Request for Environmental Information Request

Please do this the same way as for a Freedom of Information Request (see above).

2.4. Requests for information in the Trust's Publication Scheme

Requests for information covered by the Model Publication Scheme (also published on our website) will be dealt with by staff in the usual course of their work as day to day enquiries. The usual response will be to point the requester to the information which is published on the Newham

Community Learning website in accordance with our Model Publication Scheme. The response will be issued within the statutory time limit.

The documents which are available under the Model Publication Scheme can be found at the locations listed within the Model Publication Scheme or where published on the Newham Community Learning website, they can be found on the [Governance](#) and [Key Documents](#) pages of the Trust website.

2.5. Freedom of Information requests not covered by the Publication Scheme

If Freedom of Information or Environmental Information requests (other than those falling within the Model Publication Scheme) are received by staff members then they will forward them to the CEO's PA (ceo.pa@ncltrust.net) but requesters are asked to use the dedicated email address.

2.6. Timescales for responses

Requests will be acknowledged within 5 school days. They will be responded to within the statutory timescale. For Freedom of Information Requests this is usually 20 school days but may be extended to a maximum of 60 ordinary working days. This is to allow for holiday periods when the schools are closed. A school day is one when pupils are in attendance. Therefore, staff training days on which the school is open to staff but not pupils are not 'school days' for this purpose.

For Environmental Information Requests, the timescale for a response is 20 working days, although we may extend this to 40 working days in certain circumstances. These circumstances will be explained to the requester if they apply. Unlike with Freedom of Information Requests, there is no law permitting the use of school days in calculating the timescale or to extend the deadline to allow for holiday periods when the schools are closed.

2.7. Responses to Requests

A response will usually state whether or not the requested information is held, although there are some permitted exceptions to this. It will provide the requested information or explain why Newham Community Learning cannot provide it, explaining any exemptions applied. It will explain what the requester can do if they are not happy with the response.

Any information will usually be supplied in electronic format as a pdf but any reasonable request for information in hardcopy will be complied with.