

**Guide to information available from The De Curci Trust under the model publication scheme of the Freedom of Information Act**

**Approved by the Board of Trustees :14<sup>th</sup> May 2018      Date of review: May 2020**

Class 1 – Organisational Information

Information to be published	How the information can be obtained	Format	Cost
Contact information for the Trust	Website / Get in touch	Web	
Names and appointment details of Trustees	Website / About Us	Web	
Instrument of Government / Articles of Association	Contact the Clerk to the Governors	Hard copy	✓
Trust structure	Contact the Company Secretary	Hard copy	✓

Class 2 – Financial Information

Information to be published	How the information can be obtained	Format	Cost
Income, budget and expenditure overview	Contact the CFOO	Hard copy	✓
Capital funding and associated projects	Contact the CFOO	Hard copy	✓
Procurement and formal tendering processes undertaken by the Trust	Contact the CFOO	Hard copy	✓
Pay Policies	Contact the CFOO	Hard copy	✓
Staff expenses that can be claimed – travel, subsistence, accommodation	Contact the CFOO	Hard copy	✓
Trustees' allowances	Contact the Company Secretary	Hard copy	✓

Class 3 – Trust Priorities and Review

Information to be published	How the information can be obtained	Format	Cost
Trust Vision	Website	Web	
Minutes / Decisions of the Trust Board	Contact the Company Secretary	Hard copy	✓

Class 4 – Decisions

Information to be published	How the information can be obtained	Format	Cost
Minutes / Decisions of the Trust Board	Contact the Clerk to the Governors	Hard copy	✓

Class 5 – Policies & Documents

Information to be published	How the information can be obtained	Format	Cost
DCT Whistleblowing policy	Website / Governance / Policies	Hard copy	✓
DCT H&S policy	Website / Governance / Policies	Web	
DCT Gifts & Hospitality Guidance	Website / Governance / Policies	Web	
DCT Declaration of Interest Policy and Appendix	Website / Governance / Policies	Web	
DCT Complaints Policy	Website / Governance / Policies	Web	
DCT Anti-fraud policy	Website / Governance / Policies	Web	
DCT Admissions Policy 18-19	Website / Governance / Policies	Hard copy	✓
DCT Capability of staff policy	Website / Governance / Policies	Hard copy	✓

Class 6 – Lists and Registers

Information to be published	How the information can be obtained	Format	Cost
Statutory Instruments	Contact the Company Secretary	Hard copy	✓
Disclosure log for FOI requests	Contact the Company Secretary	Hard copy	✓
Asset Register	Contact the CFOO	Hard copy	✓

#### Class 7 – Lists and Registers

Information to be published	How the information can be obtained	Format	Cost
Staff vacancies	Website / Vacancies	Web	

#### ✓ - Schedule of Charges

- Black and white photocopying will be charged at £00.05 per sheet.
- Colour photocopying will be charged at £00.15 per sheet.
- Postage will be charged at the actual cost of Royal Mail Standard.
- A charge may be levied for the administration (staff time) of complex and/or time-consuming requests which exceed the cost limit referred to in legislation.

#### Requesting Information

- FOI requests can be made in writing (as above) where information is not available on the Trust's website.
- Please enclose your name and address for correspondence and be specific about the information that you require; a telephone contact number is also useful.
- You will be advised of any potential charge; information will not be released until the charge has been received.
- The Trust will endeavour to respond within 20 (school) working days.

The Trust reserves the right to **refuse a request** in accordance with ICO guidance:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>

This includes circumstances in which: it would cost too much or take too much staff time to deal with the request; the request is vexatious; the request repeats a previous request from the same person; releasing information would be contrary to the Data Protection Act.

Concerns or complaints should be dealt with in line with the Trust's Complaints Procedure.

The De Curci Trust, a charitable company limited by guarantee registered in England and Wales with company number 10646541.  
Registered office address: Springfield School Central Road, Drayton, Portsmouth, Hampshire, United Kingdom, PO6 1QY.