

Spark Education Trust

Freedom of Information Publication Scheme

Spark Education Trust has adopted the Information Commissioner's Model Publication Scheme under Section 19 of the Freedom of Information Act 2000. The Trust is committed to making information available to the public as part of its normal business activities and in accordance with the principles of openness and transparency. The Information Commissioner's Model Publication Scheme sets out the classes of information that public authorities should routinely make available. A separate Guide to Information accompanies this Publication Scheme and identifies the information routinely made available by Spark Education Trust and its schools, together with details of where that information can be accessed.

Accessing Information

Information covered by this Publication Scheme is generally available through the Trust website, individual school websites, government and regulatory websites where applicable or written request. Where information is published online access will normally be free of charge. Where it is not reasonably practicable to provide information online, alternative arrangements may be made upon request.

Charges

Most information published under this scheme is available free of charge. Charges may be made for photocopying, printing, postage and packaging and other costs directly incurred in providing access to information. Any charges will be notified before information is supplied.

Requests for Information

Information not routinely published under this scheme may be requested under the Freedom of Information Act 2000. Requests should be made in writing and should clearly describe the information requested. Requests should be sent to:

Data Protection Officer
Spark Education Trust
Whinstone Primary School
Lowfields Avenue
Ingleby Barwick
Stockton-on-Tees
TS17 0RJ

Email: dpo@sparkeducation.org.uk

The Trust will respond to requests in accordance with the Freedom of Information Act 2000.

This Publication Scheme will be reviewed periodically to ensure continued compliance with statutory requirements. Spark Education Trust adopts the Information Commissioner's Model Publication Scheme in full. The current version of the Model Publication Scheme is available from the Information Commissioner's Office.