

Freedom of Information

Publication Scheme

The Lighthouse Learning Trust is committed to openness and transparency and complies with the Freedom of Information Act 2000. Lighthouse Learning Trust has adopted the Information Commissioner's Office Model Publication Scheme.

The Act gives members of the public the right to request recorded information held by the Trust, subject to certain exemptions defined by legislation.

Making a Freedom of Information Request

Requests for information should be made in writing and include:

- Your name and contact details; and
- A clear description of the information requested.

Requests can be submitted by email or post to:

Email:

info@lighthouselearningtrust.ac.uk

Post:

Data Protection Officer
Lighthouse Learning Trust
St Vincent Sixth Form College
Mill Lane
Gosport, PO12 4QA

The Trust will normally respond within 20 working days, in accordance with the Freedom of Information Act 2000.

Most information made available under this publication scheme is provided free of charge via the Trust's website. However, charges may apply in certain circumstances, for example:

- where printing, photocopying or postage costs are incurred; or
- where the cost of complying with a request exceeds the appropriate limit set by legislation.

Any applicable charges will be communicated in advance.

Information will normally be provided in electronic format. Alternative formats (such as large print) can be made available on request. Some information may be withheld where it falls under exemptions set out in the Freedom of Information Act 2000. Where this applies, the Trust will explain the reason.

Information made available by the Trust includes:

Who we are and what we do:

- Organisational structure
- Governance arrangements
- Contact details

What we spend and how we spend it:

- Annual accounts
- Funding agreements

What our priorities are and how we are doing:

- Ofsted reports
- Performance data

Our policies and procedures:

- Key statutory and non-statutory policies

How we make decisions:

- Board meeting agendas and minutes

Lists and registers:

- Asset registers (where appropriate)
- Any publicly available registers

The services we offer:

- Educational provision
- Admissions information

Most information is available on our website. Where information is not published, it can be requested under the Freedom of Information Act.

Please see the following documents on our website for further information:

- Data Protection Policy
- Privacy Notices
- Governance Information
- Annual Report and Financial Statements
- Equality Information and Objectives
- Ofsted Reports
- Safeguarding and Child Protection Policy
- Admissions Information
- Complaints policy

If you are dissatisfied with the Trust's response to a Freedom of Information request, you may request an internal review.

If you remain dissatisfied following the review, you may contact the Information Commissioner's Office.

Wycliffe House

Water Lane, Wilmslow

Cheshire, SK9 5AF.

Website: www.ico.org.uk