



Mid-Trent  
Multi Academy Trust

## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

on information available under the Freedom of Information Act 2000

*\*N.B. This policy applies to all schools within the Mid-Trent MAT*

### **Review**

This publication scheme will be reviewed bi-annually by Trust staff (as applicable) and approved by the Board of the Mid-Trent MAT.

Signed:

A handwritten signature in blue ink, appearing to read 'P. Hayward', is written over a light blue rectangular background.

**Paul Hayward** (CEO of the Mid-Trent MAT)

**Date of latest policy review: 5<sup>th</sup> December 2019**

**Date of next review: Autumn 2021**

## Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (hereafter referred to as FoIA) is that public authorities, including the Mid-Trent Multi Academy Trust (hereafter referred to as 'The Trust'), should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect Trust schools to provide in order to meet their commitments under their model publication scheme.

To do this a publication scheme must be provided by the Trust which sets out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The ICO would expect The Trust to make the information in this document available unless:

- It does not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

This scheme covers information already published and information which is to be published in the future. All information in this publication scheme is available on the Trust and/or individual school website/s to download and print off or available in hard copy. Some information which the Trust holds may not be made public, e.g. personal information.

This publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner.

The Trust endeavours to make as much information as possible available online. If any of the information is not available online, the scheme will explain how it can be accessed. The Trust will continue to develop this scheme to increase the amount of information that can be accessed through it.

Trust schools do not charge for information which is accessed on its websites. However, costs for reproducing information or providing it in alternative formats may be passed on. There may also be a charge for some specialist information services. Details of these costs are included in the Trust Charges and Remissions policy.

## 1. to request information

If a hard copy of any of the documents within the scheme is required, please contact the Trust schools by telephone, email or letter. Contact details are as follows:

St Peter's CE Primary School  
Email: [office@st-peters-hixon.staffs.sch.uk](mailto:office@st-peters-hixon.staffs.sch.uk)

Colwich CE Primary School  
Email: [office@colwich.staffs.sch.uk](mailto:office@colwich.staffs.sch.uk)

St Andrew's Primary School  
Email: [office@st-andrews-weston.staffs.sch.uk](mailto:office@st-andrews-weston.staffs.sch.uk)

Tel: 01889 270233

Tel: 01889 881286

Tel: 01889 228769

Postal Address:  
St Peter's CE Primary School,  
Church Lane,  
Hixon,  
Stafford,  
ST18 0PS

Postal Address:  
Colwich CE Primary School,  
Main Road,  
Colwich,  
Stafford,  
ST17 0XD

Postal Address:  
St Andrew's CE Primary School  
Ferrers Road  
Weston  
Stafford  
ST18 0JN

To help the school to process a request quickly, any correspondence should be clearly marked 'PUBLICATION SCHEME REQUEST' (in BLOCK CAPITALS).

If the information required is not available via the scheme and is not on the school or Trust website, Trust schools can still be contacted to see if it is available.

## 2. Paying for information

Information published on the Trust or school websites is free although there may be costs from the Internet service provider. If the internet cannot be accessed at home the Trust and school websites can be accessed at the local library or in an internet café.

Hard copies of information covered by this publication may incur printing and photo-copying costs (see the Trust Charges and Remissions policy for further details). Postage of information may incur postage costs.

### 3. Categories (or Classes) of Information

<b><i>Information to be published</i></b>	<b><i>How the information can be obtained</i></b>
<b>Class 1: Who we are and what we do</b> (Organisational information, structures, locations and contacts) CURRENT INFORMATION ONLY	
<ul style="list-style-type: none"> <li>• Articles of Association</li> <li>• Trust school prospectuses</li> <li>• Trust Members and Board of Trustees</li> <li>• Local Governing Bodies of Trust schools</li> <li>• Trust school session times and term dates</li> <li>• Location and contact information for Trust schools</li> </ul>	Hard copy Trust school websites Trust school websites Trust school websites Trust school websites Trust school websites
<b>Class 2: What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.) CURRENT AND PREVIOUS YEAR AS A MINIMUM	
<ul style="list-style-type: none"> <li>• Annual budget plan and financial statements</li> <li>• Capital funding</li> <li>• Additional funding</li> <li>• Procurements and contracts</li> <li>• Pay policy</li> <li>• Staffing and grading structure</li> </ul>	Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy
<b>Class 3: What our priorities are and how we are performing</b> (Strategies and plans, performance indicators, audits, inspections and reviews.) CURRENT INFORMATION AS A MINIMUM	
<ul style="list-style-type: none"> <li>• Trust schools' profile:               <ul style="list-style-type: none"> <li>-Pupils' performance data</li> <li>-Latest Ofsted inspection report</li> <li>-Latest SIAMS inspection report</li> </ul> </li> </ul>	Trust school websites

<ul style="list-style-type: none"> <li>-Information on, and impact of, funding for primary school sport</li> <li>-Information on, and impact of, Pupil Premium funding</li> <li>• School Improvement Plan</li> </ul>	Hard copy
<b>Class 4: How we make decisions</b> (Decision-making processes and records of decisions) CURRENT AND PREVIOUS THREE YEARS AS A MINIMUM	
<ul style="list-style-type: none"> <li>• Admissions arrangements for Trust schools</li> <li>• Minutes of meetings of the MAT Trust Board</li> <li>• Minutes of meetings of Trust schools' Local Governing Bodies</li> </ul>	Trust school websites Hard copy Hard copy
<b>Class 5: Our policies and procedures</b> (Current written policies, procedures and protocols for delivering our services and responsibilities) CURRENT INFORMATION ONLY	
<ul style="list-style-type: none"> <li>• A variety of Trust policies</li> <li>• The curriculum</li> <li>• Privacy statement</li> <li>• Equality and diversity</li> <li>• Complaints</li> <li>• Charging and remissions</li> <li>• Safeguarding</li> <li>• Special Educational Needs and Disabilities</li> <li>• Attendance and absence</li> <li>• School Uniform</li> </ul>	Trust school websites and hard copy as applicable Trust school websites Trust school websites Trust school websites Trust school websites Trust school websites Trust school websites Trust school websites Trust school websites Trust school websites
<b>Class 6: Lists and Registers</b> (Information held in registers required by law and other lists and registers relating to the functions of the Trust) CURRENTLY MAINTAINED LIST AND REGISTERS ONLY	
<ul style="list-style-type: none"> <li>• Asset register</li> <li>• Disclosure logs</li> <li>• Any information Trust schools are currently legally required to hold in publicly available registers</li> </ul>	Hard copy Hard copy Hard copy

## Class 7: The services we offer

(Information about the services Trust schools provide including leaflets, guidance and newsletters)

### CURRENT INFORMATION ONLY

<ul style="list-style-type: none"><li>• Out of school clubs and activities</li><li>• Trust school publications</li><li>• Services for which Trust schools are entitled to recover a fee, together with those fees</li><li>• Leaflets, booklets and newsletters</li></ul>	Trust school websites and/or hard copy Trust school websites Hard copy Trust school websites and/or hard copy
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## 4. Feedback and Complaints

We welcome any comments or suggestions you may have about this scheme. If you would like to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to one of the Trust schools' headteachers:

For St Peter's CE Primary School: Mrs. Julie Alexander – headteacher ([headteacher@st-peters-hixon.staffs.sch.uk](mailto:headteacher@st-peters-hixon.staffs.sch.uk))

For Colwich CE Primary School: Mrs. Nicki Clay – headteacher ([headteacher@colwich.staffs.sch.uk](mailto:headteacher@colwich.staffs.sch.uk))

For St Andrew's CE Primary School: Mr. Paul Hayward – headteacher ([headteacher@st-andrews-weston.staffs.sch.uk](mailto:headteacher@st-andrews-weston.staffs.sch.uk))

If you are not satisfied with the assistance that you receive or if your complaint has not been resolved to your satisfaction, and you feel that a formal complaint needs to be made, this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

***Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF***

*or*

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website: [www.ico.gov.uk](http://www.ico.gov.uk)**