

Model Publication Scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector-specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

- Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures: Current written protocols for delivering our functions and responsibilities.
- Lists and registers: Information held in registers required by law and other lists and registers relating to the functions of the authority.
- The services we offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Guide to information available under the Publication Scheme

Class 1: Who we are and what we do Organisational Information, structure, locations and contacts Current information only		
Information available	How the information can be obtained	Charge
Who's who in WLT	Internal pack being created by Communitas	No charge
Instrument of Government – Funding Agreements	WLT Website - Financial Information	No charge
School Prospectus and Curriculum	Individual Academy websites	No charge
Local Governing body – names and contact details of the governors and the basis of their appointment	Individual Academy websites	No charge
Information about and duties of the governors	WLT Website - Governance	No charge
Gender pay gap reporting	WLT Website - Financial Information	No charge
School Session times, term dates and holidays	Individual Academy websites	No charge
Location & Contact information – address, telephone numbers & website	Individual Academy websites	No charge
Schools staffing structure – names of key personnel	Individual Academy websites	No charge
Contact details for the Principal and the Local Governing Body	Individual Academy websites	No charge

Class 2: What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Minimum of current and the previous two years financial year)		
Information available	How the information can be obtained	Charge
Annual financial statements, capital funding and income generation	WLT Website - Financial Information	No charge
Expenditure	WLT Website - Financial Information	No charge
Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year	WLT Website - Financial Information	No charge

Statutory Accounts	FOI@wandlelearningtrust.org.uk	No charge
Financial audit reports	FOI@wandlelearningtrust.org.uk	No charge
Procurement and contracts	FOI@wandlelearningtrust.org.uk	No charge
Staff allowances and expenses	FOI@wandlelearningtrust.org.uk	No charge
Staff grading and structure	Follows LA Scales	No charge
Governors' allowances – details if allowances/expenses that can be claimed/incurred	WLT Website - Governance	No charge
Premiums or other forms of financial support	Individual Academy websites	No charge
TU facility time reporting	FOI@wandlelearningtrust.org.uk	No charge

Class 3: What our priorities are and how we are doing it Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
Information available	How the information can be obtained	Charge

Performance data supplied to the government	FOI@wandlelearningtrust.org.uk	No charge
Latest Ofsted report	Ofsted website	No charge
Performance Management policy and procedures	FOI@wandlelearningtrust.org.uk	No charge
Schools future plans	FOI@wandlelearningtrust.org.uk	No charge
Exam and assessment results	FOI@wandlelearningtrust.org.uk	No charge
Performance tables	DfE https://www.compare-schoolperformance.service.gov.uk/	No charge
Data Protection Impact Assessments (in full or summary format)	FOI@wandlelearningtrust.org.uk	Charge based on quantity

Class 4: How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum		
Information available	How the information can be obtained	Charge
Admissions policy and decisions (not individual decisions)	Individual Academy websites	No charge
Local Governing Board meeting agendas and minutes (this will exclude information that is properly regarded as private to the meeting)	Changing to data dashboard - on some websites	No charge
Class 5: Our policies and procedures Current written protocols, policies and procedures for delivery our services and responsibilities Current information as a minimum		
Information available	How the information can be obtained	Charge

Pupil and curriculum policies including: • Anti- bullying Procedure • Accessibility Policy • Behaviour and Rewards Policy • Collective Worship Policy • Exclusions Policy • Mental Health and Wellbeing Policy • Online Safety Policy • Relationships and Sex Education Policy • Special Needs Educational Policy	Individual Academy websites	No charge
Records Management and Personal Data Policies: • Information security policies • Records retention policies • Data Protection policies	WLT Website - Data Protection	No charge
• Equality and Diversity Policy Statement • Equalities Objective	WLT Website - Policies	No charge

Safeguarding/Child Protection Policy	WLT and Individual Academy websites	No charge
Pay policy	FOI@wandlelearningtrust.org.uk	No charge
Health & Safety and risk assessment	WLT Website - policies	No charge
Policies and procedures for HR and the recruitment of staff: • Staff, discipline, grievance, pay and conduct Policies • Staffing structure implementation plan • Staff Recruitment & Selection policies	FOI@wandlelearningtrust.org.uk	No charge
Career Education Policy/Pupil Behaviour Policy	FOI@wandlelearningtrust.org.uk	No charge
Complaints procedure	WLT and Individual Academy Websites	No charge

Charging Regimes and Policies: includes details of any statutory charging regimes – charges made for information routinely published. Clearly stating what costs are to be recovered, the basis on which they are made and how they are calculated. • Charging and remissions policy	WLT Website - Policies	No charge
Class 6: Lists and Registers Currently maintained lists and registers only		
Information available	How the information can be obtained	Charge
Curriculum circulars and statutory instruments	FOI@wandlelearningtrust.org.uk	Schedule of charges
CCTV	FOI@wandlelearningtrust.org.uk	Schedule of charges
Disclosure Logs	FOI@wandlelearningtrust.org.uk	Schedule of charges
Asset Register	FOI@wandlelearningtrust.org.uk	Schedule of charges
Any information WLT are currently legally required to hold in publicly available registers	FOI@wandlelearningtrust.org.uk	Schedule of charges

Class 7: The services we offer Information about the services we offer, including leaflets, guidance & newsletters Currently information only		
Information available	How the information can be obtained	Charge
Extra-curricular activities	Individual Academy websites	No charge
Out of School Clubs	Individual Academy websites	No charge
School publications	Individual Academy websites	No charge
Services for which the Academy is entitled to recover a fee, together with those fees (charging and remissions policy)	Individual Academy websites	No charge

Leaflets, booklets and newsletters	Individual Academy websites	No charge
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