



ACADEMY TRUST

Freedom of Information Publication Scheme

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|-----------------------------|---------------------------|
| Policy area: | Finance & Operations |
| Approved by: | CEO |
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VERSION CONTROL

| Version | Date | Author/Reviewer | Substantive changes since the previous version |
|----------------|-------------|------------------------|---|
| v1 | August 23 | DD/GB | Updated policy for ONE Academy Trust. |
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Contents

1. Introduction
2. Classes of information
3. The method by which information published under this scheme will be made available
4. Charges which may be made for information published under this scheme
5. Written requests
6. Information published under this scheme
7. How to request information
8. Paying for information
9. Contact details
10. Queries or complaints

Appendices

Appendix 1 - Guide to information available

Appendix 2 - Schedule of charges

Associated Documents

ONE76-01 – Information Request Form (see ONE Academy Trust Requests for Information Policy)

1. Introduction

The ONE Academy Trust publication scheme follows the [latest model publication scheme](#) that has been prepared and approved by the Information Commissioner's Office (ICO) for adoption without modification by any public authority without further approval and is valid until further notice.

In this context, the 'public authority' referred to in the model document is the ONE Academy Trust.

This publication scheme commits the ONE Academy Trust 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 academy trust. Additional assistance is provided to the definition of these classes in [sector specific guidance manuals](#) issued by the Information Commissioner.

The board of trustees are responsible for reviewing the implementation of this scheme. The headteacher is responsible for implementation of the scheme at school level.

The scheme will be reviewed every 3 years as a minimum and whenever a change in legislation and/or an update by the ICO requires a change. This policy reflects legislation at the time when it was last reviewed. Any changes in legislation will take precedence over anything printed in the policy.

The scheme commits the public authority:

- a. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the public authority and falls within the classifications below.
- b. To specify the information which is held by the public authority and falls within the classifications below.
- c. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- d. 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.
- e. To review and update on a regular basis the information the public authority makes available under this scheme.
- f. To produce a schedule of any fees charged for access to information which is made proactively available.
- g. To make this publication scheme available to the public.
- h. To publish any dataset held by the public authority that has been requested, and any updated versions it holds, unless the public 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.

2. 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 schools within the public 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.

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

This scheme indicates clearly to the public what information is covered and how it can be obtained.

Where it is within the capability of the 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, the public authority will indicate how information can be obtained by other means and provide it by those means. For example:

- A paper copy can be requested. This may incur an additional cost.
- Documents may be viewed within the associated school.
- Electronic versions of documents may be emailed if this is appropriate to the nature of the document

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 the public authority is legally required to translate any information, it will do so.

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

4. 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 public 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.

5. Written Requests

Information held by the 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.

6. Information published under this scheme

The scheme covers information already published and information which is to be published in the future. The guide to information available is set out at Appendix 1

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner. We endeavour to make as much information as possible available online.

If any of the information is not available online, the table at Appendix 1 explains how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

7. How to request information

If you require a paper version of any of the documents within the scheme, please contact the trust or the appropriate individual school by telephone, email, or letter. The academy contacts and website information can be found at paragraph 9 below.

A form (ONE24-01) is available on our website to assist you in making your request.

To help us process your request quickly, please clearly mark any correspondence **"FOI - PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can contact the trust/school to ask if we have the information and can make it available.

8. Paying for information

Information published on our website is free to access.

Electronic versions of information covered by this publication are provided free unless stated otherwise at Appendix 1 (Table 1).

However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges at Appendix 1 (Table 2).

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or it is for a priced item such as some printed publications, we will let you know the cost before fulfilling your request.

9. Contact Information

Contact Information

| Name | Address | Telephone | E-mail & website |
|--------------------------------|--|---------------|--|
| ONE Academy Trust | Registered Office: Sawley Junior School Wilmot Street Long Eaton Nottingham NG10 3DQ | 0115 973 3626 | dianedakin@sawley-inf.derbyshire.sch.uk ONE Academy Trust |
| Dovedale Primary School | Dovedale Avenue Long Eaton Nottingham NG10 3HU | 0115 973 5984 | info@dovedale.derbyshire.sch.uk Dovedale Primary School |
| Sawley Infant & Nursery School | Wilmot Street Long Eaton DERBYSHIRE NG10 3DQ | 0115 973 2652 | enquiries@sawley-inf.derbyshire.sch.uk Sawley Infant & Nursery School |
| Sawley Junior School | Sawley Junior School Wilmot Street Long Eaton DERBYSHIRE NG10 3DQ | 0115 973 3626 | info@sawley-jun.derbyshire.sch.uk Sawley Junior School |
| Shardlow Primary School | London Road Shardlow Derbyshire DE72 2GR | 01332 0792215 | enquiries @shardlow.derbyshire.sch.uk Shardlow Primary School |

| Name | Address | Telephone | E-mail & website |
|--------------------------|--|--------------|---|
| Abbey Primary School | Abbey Primary School Stuart Avenue Forest Town Mansfield Nottinghamshire NG19 0AB | 01623 481117 | Email: office@abbey.notts.sch.uk |
| Arnbroom Primary School | Bestwood Lodge Drive, Arnold, Nottinghamshire NG5 8NE | 0115 9190199 | Email: office@arnbrookprimary.net |
| Derwent Primary School | St Mark's Road, Chaddesden, Derby, DE21 6AL | 01332 346222 | Email: admin@derwentprimary.net |
| Southwark Primary School | Park Lane Basford Nottingham NG6 0DT | 0115 9150466 | Email: admin@southwarkprimary.net |

10. Queries or complaints

We welcome any comments or suggestions you may have about the scheme. If you want 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 the headteacher of the relevant school or the CEO of the ONE Academy Trust as appropriate:

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then 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. The ICO can be contacted at:

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

Enquiry/Information Line: 0303 123 1113
Website: www.ico.gov.uk
Live Chat available

Guide to information available under this scheme

All information is either available on the website, can be made available for viewing, can be supplied by email, or a paper copy can be requested subject to availability and the charges set out in **Table 2**. Please contact us if there is any information that you cannot see listed but would like access to.

Table 1 - Information to be published and how it can be obtained

| Information to be published | How the information can be obtained | Charge |
|--|--|---|
| Class 1 - Who we are and what we do Organisational information, structures, locations and contacts <i>(This will be current information only)</i> | <ul style="list-style-type: none"> ONE Academy Trust website &/or school websites Email copy available on request - contact the school or trust Paper copy available upon request - contact the school or trust Some information may only be available by inspection - contact the school or trust | <ul style="list-style-type: none"> Website etc. - free Paper copies (see Table 2 below for current rates) |
| Academy Funding Agreement | ONE Academy Trust website Contact school or trust for a copy or inspection of the information | Paper copies - see Table 2 |
| Articles of Association | ONE Academy Trust website Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Who's who in the school | School websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Who's who on the board of trustees and the and the basis of their appointment | ONE Academy Trust website Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Who's who on the academy governing body and the basis of their appointment | School websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Contact details for the CEO and the board of trustees, via the head office | ONE Academy Trust website Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Contact details for the headteacher and for the academy governing body, via the school | School websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| School session times (the school day) and term dates | School websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Address of school and contact details, including email address | School websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| School Brochure/Prospectus (if any) | School websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| School Performance Data - including a link to the DfE | School websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |

| Information to be published | How the information can be obtained | Charge |
|---|--|---|
| <p>Class 2 - What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. <i>(Current and previous two financial years as a minimum)</i></p> | <ul style="list-style-type: none"> • ONE Academy Trust website &/or school websites • Email copy available on request - contact the school or trust • Paper copy available upon request - contact the school or trust • Some information may only be available by inspection - contact the school or trust | <ul style="list-style-type: none"> • Website etc. - free • Paper copies (see Table 2 below for current rates) |
| <p>Annual budget plan and financial statements</p> <ul style="list-style-type: none"> • Details of the ONE Academy Trust and individual school's budgets • Details of the annual income and expenditure returns | <p>Audited accounts published on the ONE Academy Trust and school websites</p> <p>Contact school or trust for a copy or to arrange inspection of the information</p> | <p>Paper copies - see Table 2</p> |
| <p>Capital funding</p> <ul style="list-style-type: none"> • Details of capital funding allocated to the school along with information on related building projects and other capital projects | <p>Contact school or trust for a copy or to arrange inspection of the information</p> | <p>Paper copies - see Table 2</p> |
| <p>Financial Audit Reports</p> | <p>Contact school or trust for a copy or inspection of the information</p> | <p>Paper copies - see Table 2</p> |
| <p>Additional funding</p> <ul style="list-style-type: none"> • Income generation schemes and other sources of funding. | <p>Contact school or trust for a copy or inspection of the information</p> | <p>Paper copies - see Table 2</p> |
| <p>Procurement and contracts</p> <ul style="list-style-type: none"> • Details of procedures used for the acquisition of goods and services. • Details of contracts that have gone through a formal tendering process. | <p>Contact school or trust for a copy or inspection of the information</p> | <p>Paper copies - see Table 2</p> |
| <p>Pay policy</p> | <p>Contact school or trust for a copy or inspection of the information</p> | <p>Paper copies - see Table 2</p> |
| <p>Staffing, pay and grading structure</p> <p>As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.</p> | <p>Contact school or trust for a copy or inspection of the information</p> | <p>Paper copies - see Table 2</p> |
| <p>Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.</p> | <p>Contact school or trust for a copy or inspection of the information</p> | <p>Paper copies - see Table 2</p> |
| <p>Governors'/trustees' allowances</p> <p>Details of allowances and expenses that can be claimed or incurred, and a record of total payments made to individual governors.</p> | <p>Contact school or trust for a copy or inspection of the information</p> | <p>Paper copies - see Table 2</p> |

| Information to be published | How the information can be obtained | Charge |
|--|--|--|
| <p>Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.</p> <p><i>(Current information as a minimum)</i></p> | <ul style="list-style-type: none"> ONE Academy Trust website &/or school websites Email copy available on request - contact the school or trust Paper copy available upon request - contact the school or trust Some information may only be available by inspection - contact the school or trust | <ul style="list-style-type: none"> Website etc. - free Paper copies (see Table 2 below for current rates)) |
| School profile (if any) | School websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Performance data or a direct link to the data | School websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| <ul style="list-style-type: none"> Latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report Post inspection action plan | Individual school websites OR https://www.gov.uk/government/organisations/ofsted Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| School Improvement Plans & Priorities | School websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| ONE Academy Trust Business Plan & associated planning and performance documents including proposals for and any consultation on the future of the trust | ONE Academy Trust website Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Safeguarding and child protection <ul style="list-style-type: none"> Policies and procedures on safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State | ONE Academy Trust website and school websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| <p>Class 4 - How we make decisions Decision-making processes and records of decisions</p> <p><i>(Current and previous three years as a minimum).</i></p> | <ul style="list-style-type: none"> ONE Academy Trust website &/or school websites Email copy available on request - contact the school or trust Paper copy available upon request - contact the school or trust Some information may only be available by inspection - contact the school or trust | <ul style="list-style-type: none"> Website etc. - free Paper copies (see Table 2 below for current rates) |
| Admissions policy/decisions (not individual admission decisions) - where applicable | ONE Academy Trust website and school websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Agendas and minutes of meetings of the board of directors & academy governing bodies (NB: this will exclude information that is properly considered as private to the meetings). | ONE Academy Trust Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |

| Information to be published | How the information can be obtained | Charge |
|--|--|---|
| <p>Class 5 - Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities.</p> <p><i>(Current information as a minimum)</i></p> | <ul style="list-style-type: none"> • ONE Academy Trust website &/or school websites • Email copy available on request - contact the school or trust • Paper copy available upon request - contact the school or trust • Some information may only be available by inspection - contact the school or trust | <ul style="list-style-type: none"> • Website etc. - free • Paper copies (see Table 2 below for current rates) |
| <p>School policies:</p> <ul style="list-style-type: none"> • Charging and Remissions • Health and Safety • Complaints Procedure • Discipline and Grievance • Data Protection Policy • Teacher's Pay Policy • Staffing Structure • Staff Recruitment | <p>ONE Academy Trust website and/or individual school websites</p> <p>Contact school or trust for a copy or to arrange inspection of the information</p> | <p>Paper copies - see Table 2</p> |
| <p>Pupil and Curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-School Agreement • Curriculum • Health & Relationships Education • Special Educational Needs & Disability • Accessibility Plan • Equality & Diversity • Collective Worship • Behaviour | <p>ONE Academy Trust website and/or individual school websites</p> <p>Contact school or trust for a copy or to arrange inspection of the information</p> | <p>Paper copies - see Table 2</p> |
| <p>Records management and personal data policies:</p> <ul style="list-style-type: none"> • Data Protection (including information sharing policies) • Information security & records retention • Destruction and archive policies | <p>ONE Academy Trust website and/or individual school websites</p> <p>Contact school or trust for a copy or to arrange inspection of the information</p> | <p>Paper copies - see Table 2</p> |
| <p>Equality & Diversity</p> <ul style="list-style-type: none"> • Equality & Diversity Policy • Equality Objectives | <p>ONE Academy Trust website and/or individual school websites</p> <p>Contact school or trust for a copy or to arrange inspection of the information</p> | <p>Paper copies - see Table 2</p> |
| <p>Policies & procedures for the recruitment of staff</p> <ul style="list-style-type: none"> • Staff recruitment • Current vacancies | <p>Contact school or trust for a copy or to arrange inspection of the information</p> | <p>Paper copies - see Table 2</p> |

| Information to be published | How the information can be obtained | Charge |
|---|--|---|
| <p>Class 6 - Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)</p> | <ul style="list-style-type: none"> • ONE Academy Trust website &/or school websites • Email copy available on request - contact the school or trust • Paper copy available upon request - contact the school or trust • Some information may only be available by inspection - contact the school or trust | <ul style="list-style-type: none"> • Website etc. - free • Paper copies (see Table 2 below for current rates) |
| Curriculum circulars and statutory instruments | Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Asset register | Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Disclosure logs (information provided in response to requests) | Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Any information the trust is currently legally required to hold in publicly available registers | Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| <p>Class 7 - Services we offer Information about the services we offer including leaflets, guidance and newsletters. (Current information as a minimum)</p> | <ul style="list-style-type: none"> • ONE Academy Trust website &/or school websites • Email copy available on request - contact the school or trust • Paper copy available upon request - contact the school or trust • Some information may only be available by inspection - contact the school or trust | <ul style="list-style-type: none"> • Website etc. - free • Paper copies (see Table 2 below for current rates) |
| Extra-Curricular Activities | Individual school websites – <i>these are also communicated via letters home</i> Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Out-of-school clubs | Individual school websites – <i>these are also communicated via letters home</i> Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| School publications, leaflets, books & newsletters | Individual school websites Contact school or trust for a copy or to arrange inspection of the information | Paper copies - see Table 2 |
| Services for which the school is entitled to recover a fee, together with those fees | Individual school websites & communications | Paper copies - see Table 2 |

Table 2 - Schedule of Charges

These charges apply to both FOI Requests and requests for information made under the Environmental Information Regulations (EIR)

Disbursements

| Description Charge | Basis of Charge |
|--|--|
| Photocopying/printing per sheet - black & white | Actual cost 5p per sheet |
| Photocopying/printing per sheet - colour | Actual cost 10p per sheet |
| Brochures/publications | Actual cost of printing/purchase |
| Provision in alternative formats e.g. translation of documents or braille | Actual cost |
| Postage | Actual cost of Royal Mail standard 2nd class |
| Postage | Actual cost of Royal Mail standard 1st class |

Staff charges (Environmental Information Requests (EIR) only)

No staff charges will apply to processing FOI requests.

| Description Charge | Basis of Charge |
|---|--|
| Hourly rate for collating relevant information if it is not readily available. Enquirers will be advised of the estimated cost prior to work commencing. | First hour - free £25 per person per hour thereafter. |