



## Guide to information available from Trinity Multi Academy Trust under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Current organisational information, structures, locations and contacts)		
Who's who in the school	Website of the relevant academy Hard copy available upon request – contact school	Free See schedule of charges
Who's who on the governing body / board of governors and the basis of their appointment	Website of the relevant academy or the trust website Hard copy available upon request – contact school	Free See schedule of charges
Articles of Association	Trust website Hard copy available upon request – contact school	Free See schedule of charges
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website of the relevant academy through Contact Us Hard copy available upon request – contact school	Free See schedule of charges
School prospectus (if any)	Website for some academies Hard copy available upon request – contact school	Free See schedule of charges
An outline of the school curriculum	Website of the relevant academy Hard copy available upon request – contact school	Free See schedule of charges
School session times and term dates	Website of the relevant academy Hard copy available upon request – contact school	Free See schedule of charges
Address of school and contact details, including email address.	Website of the relevant academy Hard copy available upon request – contact school	Free See schedule of charges

**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 - current and previous financial year as a minimum)

Annual budget plan and financial statements (annual accounts)	Available on the trust website Hard copy available upon request – contact school	Free See schedule of charges
Capital funding	Hard copy available upon request – contact school	See schedule of charges
Financial audit reports	Hard copy available upon request – contact school	See schedule of charges
Procurement and contracts - details of the procedures used for the acquisition of goods and services and details of contracts which have gone through a formal tendering process	Hard copy available upon request – contact school	See schedule of charges
Pay policy	Hard copy available upon request – contact school	See schedule of charges
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.	Hard copy available upon request – contact school	See schedule of charges
Staffing, pay and grading structure. 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.	Hard copy available upon request – contact school	See schedule of charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy available upon request – contact school	See schedule of charges

### Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews - current information as a minimum)

School profile	Website: <a href="https://get-information-schools.service.gov.uk">https://get-information-schools.service.gov.uk</a> Hard copy available upon request – contact school	Free See schedule of charges
Government supplied performance data	<a href="https://www.compare-school-performance.service.gov.uk">https://www.compare-school-performance.service.gov.uk</a>  Hard copy available upon request – contact school	Free  See schedule of charges
The latest Ofsted report	Website of the relevant academy Hard copy available upon request – contact school	Free See schedule of charges
Performance management policy and procedures adopted by the governing body.	Hard copy available upon request – contact school	See schedule of charges
Performance data or a direct link to it	Website of the relevant academy Hard copy available upon request – contact school	Free See schedule of charges
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website of the relevant academy whilst in consultation phase Hard copy available upon request – contact school	Free  See schedule of charges
Child Protection and Safeguarding Policy	Website of the relevant academy Hard copy available upon request – contact school	Free See schedule of charges
Child Protection and Safeguarding Procedures	Hard copy available upon request – contact school	See schedule of charges

## **Class 4 – How we make decisions**

(Decision making processes and records of decisions - current and previous three years as a minimum)

Admissions policy/decisions (not individual admission decisions) – where applicable	Website of the relevant academy Hard copy available upon request – contact school	Free See schedule of charges
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy available upon request – contact the Governance Support Officer for the MAT through the Contact Us page on the trust website	See schedule of charges

## Class 5 – Our policies and procedures

(Written protocols, policies and procedures for delivering our services and responsibilities - current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.

Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Information security policies</li><li>• Records retention, destruction and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>	Hard copy available upon request – contact school	See schedule of charges
Charging and remissions policy	Website of the relevant academy Hard copy available upon request – contact school	Free See schedule of charges
Other policies as outlined above	Some policies are available on the school or trust website All are available as hard copy upon request – contact the Compliance Manager via Contact Us on the trust website	Free See schedule of charges

## **Class 6 – Lists and Registers**

Currently maintained lists and registers only (this does not include the attendance register).

Curriculum circulars and statutory instruments	Hard copy available upon request – contact school	See schedule of charges
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free

## **Class 7 – The services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses - current information only)

Extra-curricular activities	Hard copy available upon request – contact school	See schedule of charges
Out of school clubs	Hard copy available upon request – contact school	See schedule of charges
Services for which the school is entitled to recover a fee, together with those fees	Hard copy available upon request – contact school	See schedule of charges
School publications, leaflets, books and newsletters	Hard copy available upon request – contact school	See schedule of charges

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *	0.01 pence per page
	Photocopying/printing @ ..p per sheet (colour)	Actual cost *	0.05 pence per page
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class	As per Royal Mail published charges dependent upon size of the document e.g. standard letter, large letter

\* the actual cost incurred by the public authority

N.B. Please note that all Freedom of Information requests will be dealt with under the appropriate legislation and within the time limit of 20 working days, unless exemptions or exceptions apply.