

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

This publication scheme commits the Ted Wragg MA 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 Ted Wragg MA Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Ted Wragg MA Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Ted Wragg MA Trust and falls within the classifications below.
- To specify the information which is held by the Ted Wragg MA Trust 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 Ted Wragg MA Trust 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.

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 Ted Wragg MA Trust.

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 Ted Wragg MA Trust 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 the Ted Wragg MA Trust, 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 Ted Wragg MA Trust 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 the Ted Wragg MA Trust 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 Ted Wragg MA Trust 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.

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 the Ted Wragg MA Trust 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.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

(a separate publication scheme will be created for each Trust school)

PUBLICATION SCHEME FOR ISCA		
INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	CHARGE
Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.		
Ted Wragg Multi-Academy Trust website	http://www.tedwraggtrust.co.uk/	No charge
Ted Wragg Multi-Academy Trust Directors	http://www.tedwraggtrust.co.uk/team	No charge
Academy Funding Agreement: link to the document on the Department for Education's website	http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=139682	No charge
School staff and structure – names of key personnel		
Governing body – names and contact details of the governors and the basis of their appointment		
School session times, term dates and holidays		
Location and contact information – address, telephone number and website		
Contact details for the Principal and the Governing Body		
School Prospectus		
School Session times and term dates		
GCSE results – a link to the data on the Department for Education's website		
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).		
Annual budget plan and financial statements		
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects		
Additional funding – Income generation schemes and other sources of funding.		

Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.		
Staffing and grading structure		
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.		
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.		
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current information should be published.		
School profile Government supplied performance data OFSTED report – summary and full report		
Performance management information		
Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.		
Child protection – policies and procedures on safeguarding and promoting the welfare of children.		
How we make decisions (Decision making processes and records of decisions). Current and previous three years as a minimum.		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.		
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.		
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.		

<p>School policies including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Charging and remissions policy <input type="checkbox"/> Health and Safety and risk assessment <input type="checkbox"/> Complaints procedure <input type="checkbox"/> Staff conduct policy <input type="checkbox"/> Discipline and grievance policies <input type="checkbox"/> Pay policy <input type="checkbox"/> Staffing structure implementation plan <input type="checkbox"/> Information request handling policy <input type="checkbox"/> Staff recruitment policies 		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Home-school agreement <input type="checkbox"/> Curriculum <input type="checkbox"/> Sex education <input type="checkbox"/> Special education needs <input type="checkbox"/> Accessibility <input type="checkbox"/> Race equality <input type="checkbox"/> Collective worship <input type="checkbox"/> Careers education <input type="checkbox"/> Pupil discipline 		
<p>Records management and personal data policies Information security Records retention</p>		
<p>Destruction and archive policies Data Protection policies</p>		
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff – details of vacancies should be included</p>		
<p>Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they</p>		

are calculated.		
Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the Academy is currently legally required to hold in publicly available registers		
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		
Out of school clubs		
School publications Services for which the Academy is entitled to recover a fee, together with those fees		
Leaflets, booklets and newsletters		

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation