



**Wessex**  
Learning Trust  
We Learn Together!

# Freedom of Information: Publication Scheme

**Date approved by Trust Board: September 2020**  
**Review Date: September 2021**

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## **Wessex Learning Trust Publication Scheme**

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This guide will be reviewed by the Board of Trustees annually.

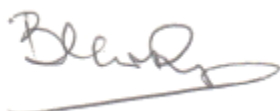
A handwritten signature in black ink that reads "Gavin Ball". The signature is written in a cursive style with a large initial 'G'.

Signature:

Name: Mr Gavin Ball

Position: Chief Executive

Date: 04/09/2020

A handwritten signature in black ink that reads "Brian Kirkup". The signature is written in a cursive style with a large initial 'B'.

Signature:

Name: Mr Brian Kirkup

Position: Chair of the Board

Date: 04/09/2020

## 1. Introduction

1.1 The Freedom of Information Act 2000 gives rights of public access to information held by public authorities including schools, as such this guide demonstrates how we comply with our statutory duty to provide information, and how members of the public can access this information.

1.2 This guide is based on work completed by the Information Commissioners Office (ICO)<sup>1</sup>

## 2. Publication Scheme

Who we are and what we do:

Information to be published	How the information can be obtained	Cost
Who's on the Local Governing Bodies (LGB), and the Board of Trustees and the basis of their appointment	<b>Trust:</b> <a href="https://wessexlearningtrust.co.uk/about/governance/">https://wessexlearningtrust.co.uk/about/governance/</a> <b>Our Schools:</b> Available on individual school websites	Information freely available on websites
Scheme of Governance/Articles of Association	<b>Trust:</b> <a href="https://wessexlearningtrust.co.uk/about/statutory-publishing/">https://wessexlearningtrust.co.uk/about/statutory-publishing/</a>	Information freely available on websites
Contact details for the key personnel	<b>Trust:</b> <a href="https://wessexlearningtrust.co.uk/contact/">https://wessexlearningtrust.co.uk/contact/</a> <b>Our Schools:</b> Available on individual school websites	Information freely available on websites
School Prospecti (where applicable)	Contact Schools Directly	Freely available from schools
Annual Report (Trust)	<a href="https://wessexlearningtrust.co.uk/about/statutory-publishing/">https://wessexlearningtrust.co.uk/about/statutory-publishing/</a>	Information freely available on Trust website (applicable for all schools)
Staffing Structure	<b>Trust:</b> <a href="https://wessexlearningtrust.co.uk/about/our-team/">https://wessexlearningtrust.co.uk/about/our-team/</a> <b>Our Schools:</b> Available on individual school websites	Information freely available on websites
School session times and term dates	Available on individual school websites	Information freely available on websites
Addresses and contact details, including email address	<b>Trust:</b> <a href="https://wessexlearningtrust.co.uk/contact/">https://wessexlearningtrust.co.uk/contact/</a> <b>Our Schools:</b> Available on individual school websites (Also available in the appendix to this document)	Information freely available on websites

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<sup>1</sup> What information do we need to publish - [http://ico.org.uk/for\\_organisations/freedom\\_of\\_information/guide/publication\\_scheme](http://ico.org.uk/for_organisations/freedom_of_information/guide/publication_scheme)

### What we spend and how we spend it:

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	Contact Schools/Trust Directly	Price on Asking (POA)
Capital funding	Contact Schools/Trust Directly	POA
Financial audit reports	Contact Schools/Trust Directly	POA
Details of expenditure items over £2000	Contact Schools/Trust Directly	POA
Procurement and contracts the school has entered into, or information relating to a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Contact Schools/Trust Directly	POA
Pay Policy	Available via the Trust Website: <a href="https://wessexlearningtrust.co.uk/about/policies/">https://wessexlearningtrust.co.uk/about/policies/</a>	Information freely available on Trust website (applicable for all schools)
Staff allowances and expenses that can be incurred or claimed	Available via the Trust Website (Finance Policy): <a href="https://wessexlearningtrust.co.uk/about/policies/">https://wessexlearningtrust.co.uk/about/policies/</a>	Information freely available on Trust website (applicable for all schools)
Staffing, pay and grading structure.	Available via the Trust Website (Pay Policy?): <a href="https://wessexlearningtrust.co.uk/about/policies/">https://wessexlearningtrust.co.uk/about/policies/</a>	Information freely available on Trust website (applicable for all schools)
Governors' allowances that can be incurred or claimed	Available via the Trust Website (Finance Policy): <a href="https://wessexlearningtrust.co.uk/about/policies/">https://wessexlearningtrust.co.uk/about/policies/</a>	Information freely available on Trust website (applicable for all schools)

### What our priorities are and how we are doing:

Information to be published	How the information can be obtained	Cost
School/Trust profile and in all cases: <ul style="list-style-type: none"> <li>Performance data supplied by the government,</li> </ul>	Available via the Trust/Schools websites. Also available at: <a href="https://www.gov.uk/government/organisations/ofsted">https://www.gov.uk/government/organisations/ofsted</a>	Information freely available on websites

<ul style="list-style-type: none"> <li>• or a direct link to the data</li> <li>• The latest Ofsted <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>		
Performance management policy and procedures adopted by the governing body.	Contact Schools Directly	POA
The Trust/school's future plans	Contact Schools/Trust Directly	POA
Safeguarding and child protection policies	Available via the Trust website: <a href="https://wessexlearningtrust.co.uk/about/policies/">https://wessexlearningtrust.co.uk/about/policies/</a>	Information freely available on Trust website (applicable for all schools)

#### How we make decisions:

Information to be published	How the information can be obtained	Cost
Admissions arrangements/policy/decisions (not individual admission decisions) – where applicable	Available on the Trust website: <a href="https://wessexlearningtrust.co.uk/about/statutory-publishing/">https://wessexlearningtrust.co.uk/about/statutory-publishing/</a> Also available on schools websites	Information freely available on websites
Agendas and minutes of meetings of the Governing Body/Board of Trustees and its committees. (NB this will exclude information that is properly regarded as private to the meetings)	Contact Schools/Trust Directly	POA

#### Our policies and procedures:

All Trust policies are freely available via our website: <https://wessexlearningtrust.co.uk/about/policies/> and <https://wessexlearningtrust.co.uk/about/statutory-publishing/>

Key Examples include:

Information to be published	How the information can be obtained	Cost
Records management and personal data policies, including:	Available on the Trust website: <a href="https://wessexlearningtrust.co.uk/about/policies/">https://wessexlearningtrust.co.uk/about/policies/</a>	Information freely available on Trust website (applicable for all schools)

<ul style="list-style-type: none"> <li>• Data protection (including information sharing policies)</li> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> </ul>		
Equality and diversity policies	Available on the Trust website: <a href="https://wessexlearningtrust.co.uk/about/statutory-publishing/">https://wessexlearningtrust.co.uk/about/statutory-publishing/</a>	Information freely available on Trust website (applicable for all schools)
Policies and procedures for the recruitment of staff	Available on the Trust website: <a href="https://wessexlearningtrust.co.uk/about/policies/">https://wessexlearningtrust.co.uk/about/policies/</a>	Information freely available on Trust website (applicable for all schools)
Charging and remissions policy	Available on the Trust website: <a href="https://wessexlearningtrust.co.uk/about/policies/">https://wessexlearningtrust.co.uk/about/policies/</a>	Information freely available on Trust website (applicable for all schools)

#### List and Registers:

Information to be published	How the information can be obtained	Cost
Disclosure logs	Contact Schools/Trust Directly	POA
Asset register	Contact Schools/Trust Directly	POA
Any information the school is currently legally required to hold in publicly available registers	Contact Schools/Trust Directly	POA

#### The services we offer:

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	Contact Schools/Available on school websites	Information freely available
Out of School Clubs	Contact Schools/Available on school websites	Information freely available
Services for which the school is entitled to recover a fee, together with those fees	See Charging and Remissions policy, available on the Trust website: <a href="https://wessexlearningtrust.co.uk/about/policies/">https://wessexlearningtrust.co.uk/about/policies/</a>	Information freely available on Trust website (applicable for all schools)

School publications, leaflets, books and newsletters	Contact Schools/Available on school websites	Information freely available
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### Schedule of Charges

Type of Charge	Description	Basis of Charge
<b>Disbursement cost:</b>	Photocopying/printing (black and white) – POA	Actual cost
	Photocopying/printing (colour) – POA	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> Class