



# The Athelstan Trust

## Freedom of Information

### Guide to information available from schools within The Athelstan Trust under the model publication scheme

This is the Publication Scheme for information available under the Freedom of Information Act 2000

Date of Review	Approved by	Date of Approval	Next Review	Website
March 2019, May 2022, May 2025	Board		May 2028	Yes

*The local governing body of each school is responsible for maintenance of this scheme.*

#### **1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that authorities should be clear and proactive about the information they will make public.

To do this the Trust must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our school websites to download and print off or available in paper form.

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

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.



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### 2. Aims and Objectives

**Vision Statement:** *"Caring, Collaborative and Excellent".*

The Trust aims to:

- Raise educational standards for all schools within the Trust.
- Deliver an excellent, comprehensive education for all the children in the schools within the Trust
- Develop and value all the staff within the Trust.
- Ensure the financial security of the Trust and all the schools within it.

and this publication scheme is a means of showing how we are pursuing these aims.

### 3. Categories of information published

*The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'*

### 4. How to request information

If you require a paper version of any of the documents within the scheme, contact details for the Company Secretary to the Trust are set out below, or you can visit each individual school's website: [Avening Primary School](#), [Bradon Forest School](#), [Charter Primary School](#), [Chipping Sodbury School](#), [Leighterton Primary School](#), [King's Lodge School](#), [Malmesbury School](#), [Sir William Romney's School](#), [The Dean Academy](#)

Email: [admin@theathelstantrust.org](mailto:admin@theathelstantrust.org)

Tel: **01666 501084**

Contact Address: **Lowfield Road, Tetbury Gloucestershire GL8 8AE**

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

If the information you require is not available via the scheme and is not on the individual school's website, you can still contact us to ask if we have it.



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### 5. Paying for information

Information published on individual school's website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications we will let you know the cost before fulfilling your request. Where there is a charge, this will be indicated by a £ sign in the description box.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> The Athelstan Trust – (Consisting of Avening Primary, Bradon Forest School, Charter Primary School, Chipping Sodbury School, King's Lodge School, Leighterton Primary, Malmesbury School, Sir William Romney's School and The Dean Academy) Lowfield Road Tetbury Gloucestershire GL8 1AE  A company limited by guarantee, registered in England & Wales, Company number 7699625	Individual school website  From the individual school Address to Headteachers PA  Or via the Company Secretary admin@theathelstantrust.org	
Academy Funding Agreement/Academy Order	DfE website School	Free 15p per sheet
School staff and structure – names of key personnel	Individual school website	Free
School prospectus and curriculum	Individual school website	Free
Governing body- names and contact details of the governors and the basis of their appointment	Individual school website	Free
Contact details for the Headteacher and for the governing body	Home page on individual school website	Free
School session times and term dates	Individual school website	Free



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Gender pay gap reporting	Trust website	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous 2 financial years (accounts to be filed with the Charity Commission and Companies House)	<a href="http://theathelstantrust.org">http://theathelstantrust.org</a>  Companies House. hard copies will be charged	15p per sheet
Annual budget plan and financial statements	hard copy	15p per sheet
Expenditures –details of items of expenditure over £5,000 including costs, supplier and transaction information.	hard copy	15p per sheet
Capital funding – building and other capital projects	hard copy	15p per sheet
Additional funding	hard copy	15p per sheet
Procurement and projects	hard copy	15p per sheet
Pay policy	Trust website or hard copy	Free or 15p per sheet
Staff pay and grading structure	hard copy	15p per sheet
Staff allowances and expenses	Hard copy	15p per sheet
Governors’ allowances	hard copy	15p per sheet
Financial audit reports	hard copy	15p per sheet
Pupil premium funding and how it is spent	hard copy or Trust website/ individual school website	15p per sheet/free
TU facility time reporting	Hard copy or Trust website	15p per sheet/free



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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information is published on the website	From the individual school	
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	From the individual school	
Performance management policy and procedures adopted by the Board and local governing bodies.	Hard copy	15p per sheet
Academy's future plans (including any major proposals on safeguarding and promoting the welfare of children)	Hard copy	15p per sheet
Exam and assessment results	Individual school websites or hard copy	Free/15p per sheet
Performance tables	Individual school website or hard copy	Free/15p per sheet
'Data Protection impact assessments (in full or summary format) or any other impact assessments (eg health and safety impact assessments, equality impact assessments), as appropriate and relevant	hard copy	15p per sheet



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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	ALL hard copy via Company Secretary	15p per sheet
Admissions policy/decisions (not individual admission decisions) – arrangements and procedures and right of appeal	Individual school website	15p per sheet
Governing body meeting agendas, papers and minutes – information that is properly considered to be private is excluded	Hard copy	15p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	ALL hard copy via Company Secretary	15p per sheet
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay Policy</li> <li>• Staffing structure implementation plan</li> <li>• Staff recruitment policies</li> </ul>	Some policies appear on the website; or hard copy upon request.  If multiple hard copies are requested there will be a charge	Free on website or 15p per sheet



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<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Behaviour</li> <li>• Anti-bullying</li> <li>• eSafety</li> </ul>	<p>Some policies appear on individual school website; or hard copy upon request</p> <p>If multiple hard copies are requested there will be a charge</p>	<p>Free on website or 15p per sheet</p>
<p>Records management and personal data policies, including:</p> <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> <li>• CCTV policy</li> </ul>	<p>Hard copy</p>	<p>15p per sheet</p>
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> <li>• Equal opportunities policy</li> </ul>	<p>Hard copy</p> <p>Hard copy or website</p>	<p>15p per sheet</p> <p>15p per sheet/free</p>
<p>Child Protection – policies and procedures on safeguarding and promoting the welfare of children</p>	<p>Trust and individual school Websites or hard copy</p>	<p>15p per sheet</p>
<p>Pay policy – the statement of the pay policy and procedures regarding teachers’ pay</p> <ul style="list-style-type: none"> <li>• Pay policy – teachers</li> <li>• Pay policy – support staff</li> </ul>	<p>Hard copy or website</p> <p>Hard copy or website</p>	<p>Free on website or 15p per sheet</p> <p>15p per sheet</p>
<p>Health and safety statement of intent</p>	<p>Hard copy or website</p>	<p>15p per sheet</p>



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Policies and procedures for human resources and the recruitment of staff	Hard copy or website	15p per sheet
Current vacancies	Hard copy or Trust and individual schools website	15p per sheet
Careers programme information	Hard copy or website	15p per sheet
Complaints procedures, including for dealing with parental complaints	Hard copy or website	15p per sheet
Charging regimes and policies. <ul style="list-style-type: none"> <li>Charging policy for trips and visit</li> </ul>	Website Hard copy	Free 15p per sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or individual school website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Inspection	
Location of overt CCTV surveillance cameras	Inspection	
Disclosure logs	Inspection	
Asset register	Inspection	
Any information the Trust or individual schools are currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Inspection	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or individual school website; some information may only be available by inspection)	
Extra-curricular activities	Individual school Website Hard copy	Free 15p per sheet
Out of school clubs	Individual school Website Hard copy	Free 15p per sheet
School publications	Individual school Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Individual school	Free
Leaflets books and newsletters	Individual school Website	Free





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### Additional Information

General Information is all on the individual school websites

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 15p per sheet A4 (black & white)	Paper, copying, time taken by member of staff
	Photocopying/printing @ 25p per sheet A4 (colour)	Paper, use of copier, time taken by member of staff
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	When relevant	In accordance with the relevant legislation