DATA PUBLICATION SCHEME

Approved by: Cumbria Education Trust Board   **Date:** 19 October 2015

Review Date: Bi-Annually

Owner: Operations Manager, Cumbria Education Trust

Cumbria Education Trust (the Trust) – Publication Scheme on information available under the Freedom of Information Act 2000

1. **Introduction: what is a publication scheme**

     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 public authorities, including all Multi Academy Trusts, should be clear and proactive about the information they will make public.

     To do this the Trust's family of academies must produce a publication scheme, setting out:

     - *The classes of information which our family of academies 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 Academy's schemes will cover information already published and information which is to be published in the future. All information in their publication schemes is available either through the academy's website or in paper form from the academy.

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

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

2. **Categories of information published**

     The publication scheme guides you to information which is currently published (or has recently been published) or which will be published in the future. This is split into categories of information known as 'classes'. Full details of what is included in each of the academy's schemes are available from their websites. However, the classes of information that the academies will make available are organised into four broad topic areas:

School Prospectus	information published in the school prospectus.
Trust Board' Documents	information published in the Cumbria Education Trust Board or Local Advisory Board documents.
Students & Curriculum	information about policies that relate to students and the school curriculum.
School Policies and other information related to the school	information about policies that relate to the school in general.

3. **How to request information**

If you require a paper version of any of the documents within the scheme, please contact the relevant Trust academy by phone, email, fax or letter. Contact details for our family of academies is available on the Trust's website - **www.williamhowardtrust.org.uk.** Or alternatively you can call the Trust office on Tel: 016977 45300.

If the information you're looking for isn't available via the scheme**,** or is not held by one of the Trust's family of academies website, please do not hesitate to contact the Trust to ask if we have it.

4. **Paying for information**

Information published on the Trust's family of academies websites 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 in section 6. If your request means it will require photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

5. **Further Information**

More information can obtained from Information Commissioner – full details are below:-

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
Enquiry/Information Line: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk