

Freedom of Information Publication Scheme

RESPECT | RESPONSIBILITY | RESILIENCE

DOCUMENT CONTROL

Document Title	CET Freedom of Information Publication Scheme	
Version Number	004	
Status	Approved	
Publication Date	October 2025	
Policy Owner/Author	Head of Operations	
Review Date	September 2026	
Approved/Ratified by	Organisation Development Committee	Date: 13 October 2025

Please note that a record of the changes made to the original issue of this document can be found at Schedule 1 after any Appendices to the Policy/Procedure.

Version	Publication Date	Document Title	Document Owner	Page Number
004	October 2025	Freedom of Information Publication Scheme	Head of Operations	Page 2 of 12

Freedom of Information
Guide to information available from Cumbria Education Trust under the model Publication Scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).	CET website Individual school websites
Headteacher's contact details.	Individual school websites
Who's who in the school/academy.	Individual school websites
Who's who on the board of trustees.	CET website
Board of Trustees' contact details.	CET website Clerk to the Trust Board
Articles of Association.	CET website
School/academy prospectus (if any).	Individual school websites or not produced
School/academy session times and term dates.	Individual school websites – hard copy on request

Version	Publication Date	Document Title	Document Owner	Page Number
004	October 2025	Freedom of Information Publication Scheme	Head of Operations	Page 3 of 12

Information to be published	How the information can be obtained
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.	https://www.cumbriaeducationtrust.org/financial-statements/
Annual budget plan and financial statements or the academy annual accounts.	Available on request
Capital funding.	https://www.cumbriaeducationtrust.org/financial-statements/
Financial audit reports.	https://www.cumbriaeducationtrust.org/financial-statements/
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	https://www.cumbriaeducationtrust.org/financial-statements/
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Available on request
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	CET Financial Handbook and available on request
Trustee or LAB member allowances that can be incurred or claimed, and a record of total payments made to Trustees or LAB members.	https://www.cumbriaeducationtrust.org/financial-statements/
Procurement and contracts we have 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)	CET Financial Handbook and available on request
Details of any premiums we receive such as Pupil premium.	Individual school websites

Version	Publication Date	Document Title	Document Owner	Page Number
004	October 2025	Freedom of Information Publication Scheme	Head of Operations	Page 4 of 12

Information to be published	How the information can be obtained
Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews. Current information should be published.	CET website
Annual Report.	CET website
Latest report from the regulator Ofsted. • Summary • Full report • Post-inspection action plan	Individual school websites
Exam and assessment results.	Individual school websites
Performance tables.	Individual school websites
Careers programme information.	Individual school websites
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Individual school websites
Our school profile and performance data supplied to the Government (GIAS).	CET website Individual school websites
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Available on request

Version	Publication Date	Document Title	Document Owner	Page Number
004	October 2025	Freedom of Information Publication Scheme	Head of Operations	Page 5 of 12

Information to be published	How the information can be obtained
Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous three years as a minimum.	
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	Individual school websites
Agendas and minutes of meetings of Board of Trustees, its committees, and Local Advisory Board unless an exemption applies to the information or parts of it.	CET website Individual school websites

Version	Publication Date	Document Title	Document Owner	Page Number
004	October 2025	Freedom of Information Publication Scheme	Head of Operations	Page 6 of 12

Information to be published	How the information can be obtained
Class 5 – Our policies and procedures Our current written protocols, policies, and procedures for delivering our services and responsibilities. As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.	
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values, and ethos etc.	CET website Individual school websites
Safeguarding and child protection, including protecting children’s personal data.	CET website Individual school websites
Equality and Diversity.	CET website
Policies and procedures relating to recruitment and human resources.	CET website Available on request
Special educational needs and disability.	CET website Individual school websites
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	CET website Individual school websites
Pay Policy.	Available on request
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies)	Data Protection Policy - Cumbria Education Trust

Version	Publication Date	Document Title	Document Owner	Page Number
004	October 2025	Freedom of Information Publication Scheme	Head of Operations	Page 7 of 12

Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	Charging and Remissions Policy - Cumbria Education Trust
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values, and ethos etc.	CET website Individual school websites

Version	Publication Date	Document Title	Document Owner	Page Number
004	October 2025	Freedom of Information Publication Scheme	Head of Operations	Page 8 of 12

Information to be published	How the information can be obtained
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register).	(Hard copy or website; some information may only be available by inspection)
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Inspection only
Disclosure logs i.e., information provided in response to FOIA requests.	Available on request
Asset register and Information Asset register.	Inspection only
Any information we are currently legally required to hold in publicly available registers.	Inspection only

Version	Publication Date	Document Title	Document Owner	Page Number
004	October 2025	Freedom of Information Publication Scheme	Head of Operations	Page 9 of 12

Information to be published	How the information can be obtained
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	
Extra-curricular activities.	Individual school website
Out of school clubs.	Individual school website
Services for which the school is entitled to recover a fee, together with those fees.	Charging and Remissions Policy - Cumbria Education Trust
School publications, leaflets, books, and newsletters.	Individual school website
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above.	

Version	Publication Date	Document Title	Document Owner	Page Number
004	October 2025	Freedom of Information Publication Scheme	Head of Operations	Page 10 of 12

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing A4 @ 0.10p per sheet (black and white)	Actual cost
	Photocopying/printing A4 @ 0.25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Admin cost of copying/collating to be charged at £10 per hour	Based on cost of admin staff including other costs

Version	Publication Date	Document Title	Document Owner	Page Number
004	October 2025	Freedom of Information Publication Scheme	Head of Operations	Page 11 of 12

SCHEDULE 1

DOCUMENT CONTROL – RECORD OF CHANGES

Version Number:	Publication Date:	Nature of, and Reason for, Change(s)
001	November 2018	Original.
002	April 2019	Updated to comply with ICO current version of this document.
003	February 2022	Reviewed.
---	January 2024	Reviewed, no changes required.
004	October 2025	Reviewed and updated to reflect model publication scheme.

Version	Publication Date	Document Title	Document Owner	Page Number
004	October 2025	Freedom of Information Publication Scheme	Head of Operations	Page 12 of 12