

FREEDOM OF INFORMATION PUBLICATION SCHEME

2018

Approved by	
Name:	Trust Board
Signed:	
Date:	20 November 2018
Review date ² :	Annually
Owner:	Infrastructure and Assurance Director

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	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	CET website – hard copy on request	
Academy Funding Agreement – a link to the document on the Department for Education’s website	https://www.cumbriaeducationtrust.org/financial-statements/	
Academy Order (if applicable)		
School staff and structure – names of key personnel	Individual school websites	
Local Advisory Board – names of LAB members and the basis of their appointment	CET website Clerk to the Trust Board	
School session times, term dates and holidays	Individual school websites – hard copy on request	
Location and contact information – address, telephone number and website	CET and individual school websites	
Contact details for the Chief Executive Officer, Headteachers and the LAB	CET website	
GCSE results – a link to the data on the Department for Education’s website	https://www.gov.uk/government/statistics/gcse-and-equivalent-results-2017-to-2018-provisional	

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<p>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)</p> <p>This should be a minimum of current and the previous two years (accounts that have been filed with the Charity Commission and Companies House)</p>	https://www.cumbriaeducationtrust.org/financial-statements/	
Annual budget plan and financial statements	Available on request	
Capitalised funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	https://www.cumbriaeducationtrust.org/financial-statements/	
Additional funding – Income generation schemes and other sources of funding	https://www.cumbriaeducationtrust.org/financial-statements/	
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	Financial Handbook and available on request	
Staffing and grading structure	Grading structure available in Pay Policy on CET website Staff details available on request	
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay	CET website	
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred	https://www.cumbriaeducationtrust.org/financial-statements/	

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published</p>	<p>https://www.cumbriaeducationtrust.org/strategic-priorities/</p>	
<p>School profile Government supplied performance data Ofsted report – summary and full report</p>	<p>Individual school websites</p>	
<p>Performance management information</p>	<p>Appraisal Policy on CET website</p>	
<p>Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children</p>	<p>Individual school websites</p>	
<p>Child Protection – policies and procedures on safeguarding and promoting the welfare of children</p>	<p>CET and individual school websites – hard copy available on request</p>	

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Class 4 – 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	Individual school websites	
LAB Meeting agendas, papers and minutes – information that is properly considered to be private should be excluded	Available on request	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Information request handling policy • Staff recruitment policies 	<p>CET website – hard copy available on request</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Curriculum • Sex education • Special educational needs • Accessibility • Race equality 	<p>Individual school websites – hard copy available on request via individual schools</p>	

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<ul style="list-style-type: none"> • Collective worship • Careers education • Pupil discipline 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention • Destruction and archive policies • Data protection policies (including information sharing policies) 	<p>Website – hard copy available on request</p>	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include 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 are calculated.</p>	<p>Charging and Remissions Policy on CET website</p>	

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Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Disclosure logs		
Asset register	Inspection only	
Any information the Academy is currently legally required to hold in publicly available registers	Inspection only	

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Individual school websites	
Out of school clubs	Individual school websites	
School publications	Individual school websites	
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters	Individual school websites	

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p 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

* the actual cost incurred by the public authority