



Freedom of Information Publication Scheme

Introduction

This document has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Model Publication Scheme in response to Section 19 of the Freedom of Information Act 2000.

The Model Publication Scheme provided by the ICO for schools and academies has been adopted by Wellsway Multi Academy Trust with effect from May 2017.

The Model Publication Scheme provides a list of the information routinely published by academies which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible, or, it would be impractical or resource-intensive to prepare the material for routine release.

Guide to the Information Available from the Trust under the Publication Scheme

The table at Annex 1 details the information routinely published. Next to each category of information is indicated the manner in which the information described will be available.

For items not routinely available WMAT will usually make a charge. This will be calculated on direct labour costs based on the time spent in researching and collecting the information. WMAT will also charge for photocopies or scanned documents and/or the direct cost of putting the information into other requested formats, plus postage if applicable. Charges are included in Annex 1. In certain circumstances the Trust may waive the fee at its absolute discretion.

Confirmation of any payment due will be given prior to the information being provided. Payment will generally be requested prior to the provision of the requested information.

Written Requests

Information held by the Trust that is not listed in the publication scheme can be requested in writing and will be considered in accordance with the Freedom of Information Act. Please mark all such requests clearly with the words Freedom of Information Request.

Please email requests to FOI-requests@wellswaymat.com or send in writing to:
Business Director / FOI Requests, Wellsway Multi Academy Trust,
Chandag Road, Keynsham BS31 1PH

Appeals can be made in writing to the CEO at the same address.
The Trust's website address is www.wellswaymat.com

Freedom of Information Publication Scheme (ICO Model)

Annex 1

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Trust website
Who's who in the Trust	Trust website
Who's who on the Board of Directors and the basis of their appointment	Trust website
Instrument of Government	Trust website
Contact details	Trust website
School prospectus	Individual school websites
Annual Report	Trust website
Staffing structure	Trust website
School session times and term dates	Individual school websites
Class 2 – What we spend and how we spend it WMAT annual report and accounts	Trust website
Other financial information	Hard copy or email
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) WMAT annual report OFSTED reports / school performance data	Trust website Individual school websites
Vision, values and aims	Trust website
Schools future plans – WMAT annual report	Trust website
Every Child Matters – policies and procedures	Hard copy or email
Class 4 – How we make decisions Minutes of WMAT Board of Directors meetings	Hard copy or email
Admissions policy/decisions (not individual admission decisions)	Hard copy or email
Agendas of meetings of the Trust Board and its sub-committees	Hard copy or email
Class 5 – Our policies and procedures	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan 	Trust website Trust website Trust website Hard copy or email Hard copy or email Hard copy or email

<ul style="list-style-type: none"> • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Trust website Hard copy or email Hard copy or email
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Individual school websites
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard copy or email Hard copy or email Trust website
Charging regimes and policies. 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.	Trust website
Class 6 – Lists and Registers Currently maintained lists and registers only	some information may only be available by inspection
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	Hard copy
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	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	Trust website
Leaflets books and newsletters	Hard copy

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost plus admin
	Photocopying/printing @ 20p per sheet (colour)	Actual cost plus admin
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Staff costs	Cost of time involved to prepare response - £25 per hour	Flat charge