

**Excalibur Academies Trust**  
**Freedom of Information Publication Scheme**



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Excalibur Academies Trust has produced a Publication Scheme on information that is available to the public under the Freedom of Information Act 2000 and it conforms to the model scheme for schools and academies approved by the Information Commissioner.

### **Introduction: the development of a Publication Scheme.**

Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about the information that is available to the public. This includes all maintained sector schools and from 1<sup>st</sup> January 2011, academies.

In order to comply with the requirements of the Act, the publication scheme covers the Academy's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by the Academy and falls within the classifications below.
- To specify the information that is held by the Academy and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Academy makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

**Classes of information****Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Information published on our websites is free.

Other charges are as follows:

Photocopying	Over four sheets	10p per sheet
Postage and packaging		Actual cost of Royal Mail standard 2 <sup>nd</sup> class post
Time to gather information	First hour Every half hour thereafter	FREE £15 (£30 per hour)

Charges are subject to a limit of £600.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Guide to Information available

<p><b>Class 1 Who we are and what we do</b> Organisational information, structures, locations and contacts Note: This will be current information only</p> <ul style="list-style-type: none"> <li>- Ethos &amp; Values</li> <li>- Who's Who</li> <li>- Trust Board</li> <li>- Local Governing body – names and contact details of the governors and the basis of their appointment</li> <li>- Articles of Association &amp; Funding Agreement</li> <li>- Staffing Structure</li> <li>- Location and contact information – address, telephone number school session times, term dates and holidays</li> <li>- Contact details for the Principal and the Governing Body</li> <li>- School Prospectus</li> <li>- Exam results</li> <li>- Curriculum provision</li> </ul>	<p>Trust &amp; Academy websites Trust &amp; Academy websites Trust Website Academy websites</p> <p>Trust website Available on request from CEO Trust &amp; Academy websites</p> <p>Trust &amp; Academy websites Academy websites DfE Performance Tables &amp; Academy websites Academy websites</p>
<p><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</p> <ul style="list-style-type: none"> <li>- Current and the previous two years financial years statutory accounts that have been filed with the Charity Commission and Companies House</li> <li>- Annual budget plan and financial statements</li> <li>- Capital funding – details of capital funding allocated</li> <li>- Additional funding – Income generation schemes and other sources of funding.</li> <li>- Procurement and contracts</li> <li>- Staffing and grading structure</li> <li>- Pay policy</li> </ul>	<p>Trust Website</p> <p>Available on request from CEO Available on request from CEO Available on request from CEO Available on request from CEO</p> <p>Available on request from CEO</p>

<ul style="list-style-type: none"> <li>- Directors' &amp; Governors' allowances – Details of allowances and expenses that can be claimed or incurred.</li> <li>- Primary PE &amp; Sports Grant, Pupil Premium &amp; Year 7 Catch Up Grant</li> </ul>	<p>Available on request from CEO  Available on request from CEO  Academy websites</p>
<p><b>Class 3 What our priorities are and how we are doing</b>  Strategies and plans, performance indicators, audits, inspections and reviews</p> <ul style="list-style-type: none"> <li>- Policies adopted by the Trust and Local Governing Bodies</li> <li>- Government supplied performance data</li> <li>- OFSTED report – summary and full report</li> <li>- Future plans</li> <li>- Child protection – policies and procedures on safeguarding and promoting the welfare of children.</li> </ul>	<p>Trust &amp; Academy websites or on request from CEO  DfE Performance Tables  Ofsted Website &amp; links from Academy websites  Annual Report on Trust Website  Trust &amp; Academy websites</p>
<p><b>Class 4 How we make decisions</b>  Decision making processes and records of decisions</p> <ul style="list-style-type: none"> <li>- Admissions policy - arrangements and procedures and right of appeal – including information on application numbers and number of successful applicants by each oversubscription criteria.</li> <li>- Board, Committee &amp; Local Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded</li> </ul>	<p>Trust &amp; Academy websites</p> <p>Available on request from CEO</p>
<p><b>Class 5 Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Trust wide policies including:</p> <ul style="list-style-type: none"> <li>- Charging and remissions policy</li> <li>- Health and Safety</li> <li>- Complaints procedure</li> <li>- Data Protection</li> <li>- HR Policies including conduct, discipline and grievance, pay &amp; recruitment</li> </ul>	<p>Trust &amp; Academy websites  Trust &amp; Academy websites  Trust &amp; Academy websites  Trust &amp; Academy websites  Available on request from CEO</p>

<ul style="list-style-type: none"> <li>- Equality &amp; Diversity</li> <li>- Accessibility Plan</li> </ul> <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>- Special education needs &amp; SEN Information Report</li> <li>- Child Protection &amp; Safeguarding</li> <li>- EYFS</li> <li>- Curriculum</li> <li>- Sex &amp; Relationships Policy</li> <li>- Equality &amp; Diversity</li> <li>- Behaviour</li> <li>- Supporting children with medical conditions</li> </ul>	<p>Trust &amp; Academy websites Trust &amp; Academy websites</p> <p>Trust &amp; Academy websites Trust &amp; Academy websites Trust &amp; Academy websites Trust &amp; Academy websites Trust &amp; Academy websites Trust &amp; Academy websites Trust &amp; Academy websites Trust &amp; Academy websites</p>
<p><b>Class 6 Lists and Registers</b></p> <p>Currently maintained lists and registers</p> <ul style="list-style-type: none"> <li>- Asset register</li> <li>- Any information the Academy is currently legally required to hold in publicly available registers</li> </ul>	<p>Available on request from CEO Available on request from CEO</p>
<p><b>Class 7 – The Services we Offer</b></p> <p>Information about the services we offer</p> <ul style="list-style-type: none"> <li>- Extra-curricular activities</li> <li>- Out of school clubs</li> <li>- School publications</li> <li>- Services for which the Academy is entitled to recover a fee together with those fees</li> <li>- Leaflets, booklets and newsletters</li> </ul>	<p>Trust &amp; Academy websites Trust &amp; Academy websites Trust &amp; Academy websites Trust &amp; Academy websites; and available on request from CEO Trust &amp; Academy websites</p>