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# FOI Publication Scheme

Excalibur Academies Trust

Version 1.0

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| <b>Last Reviewed</b>                    | <b>June 2026</b>                  |
| <b>Reviewed By (Name)</b>               | <b>Audit &amp; Risk Committee</b> |
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## 1. What is a Publication Scheme

Under the Freedom of Information Act 2000 (FOI), all Public Authorities, including schools, must produce a register of the information they routinely make available to the public. This is known as a publication scheme. Our scheme follows the model approved by the Information Commissioner.

By adopting this scheme, our school commits to:

- Routinely publishing information that falls within the categories listed under Classes of Information
- Describing the information, we make available
- Explaining how that information can be accessed
- Stating any fees that may apply (for example, if paper copies are requested)
- Making the publication scheme itself publicly accessible

## 2. Classes of Information Currently Published

### Information to be published on the Excalibur Academies Trust and/or school/academy website

The information required to be published on the trust/academy/college website can be found here: [What academies, free schools and colleges must or should publish online - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-must-or-should-publish-online).

| Class of Information                                                                                                 | Information to be Published                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | How the Information is Available                                                                                                                                                                                                                           | Cost                           |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>1. Who we are and what we do:</b><br><b><i>Organisational information, structures, locations and contacts</i></b> | <ul style="list-style-type: none"> <li>• School contact details</li> <li>• Name of staff member dealing with public enquiries</li> <li>• SENCO contact details (unless special school)</li> <li>• Staffing structure</li> <li>• Who's who on Governing Body</li> <li>• Governor information required by law: names, appointment dates, terms of office, attendance, who appointed them, business &amp; pecuniary interests, relationships with staff/governors, associate members and voting rights</li> <li>• Trust governance information (trustees' names, roles, terms, attendance, interests)</li> <li>• Academy trust contact details (address, website, phone)</li> <li>• Term dates</li> <li>• School session times &amp; opening hours</li> </ul> | <ul style="list-style-type: none"> <li>• Trust website (schools/academies link to Trust website) - <a href="#">Policies - Excalibur Academies Trust</a></li> <li>• School/Academies website</li> <li>• Hard copy on request from school offices</li> </ul> | Free /<br>Hard<br>copy<br>cost |

|                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                               |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
|                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Prospectus (if produced)</li> <li>• Instrument of Government / Articles of Association</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                               |                       |
| <b>2. What we spend and how we spend it:</b><br><b><i>Financial information on projected and actual income/expenditure, procurement, audits</i></b> | <ul style="list-style-type: none"> <li>• Annual budget</li> <li>• Financial statements</li> <li>• Capital funding</li> <li>• Financial audit reports</li> <li>• Procurement information</li> <li>• Expenditure above £5,000</li> <li>• Senior staff salaries in bands (£5,000)</li> <li>• Staff/governor expenses</li> <li>• Salary disclosure for staff earning over £100k</li> <li>• executive pay (salary &amp; job title over £100k)</li> <li>• academy trust annual reports &amp; accounts (audited; published by 31 Jan; retained 2 years)</li> </ul> | <ul style="list-style-type: none"> <li>• Trust website (schools/academies link to Trust website) - - <a href="#">Policies - Excalibur Academies Trust</a></li> <li>• Hard copy on request from school offices</li> </ul>                                                                      | Free / Hard copy cost |
| <b>3. What our priorities are and how we are doing:</b><br><b><i>Strategies, performance indicators, audits, reports</i></b>                        | <ul style="list-style-type: none"> <li>• School Improvement/Development Plan</li> <li>• Performance data</li> <li>• Exam &amp; assessment results (latest validated data must be published)</li> <li>• OFSTED reports</li> <li>• Equality objectives</li> </ul>                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Trust website - <a href="#">Policies - Excalibur Academies Trust</a></li> <li>• School/Academies websites</li> <li>• Hard copy on request from school offices</li> <li>• OFSTED Website: <a href="#">Find an Ofsted inspection report</a></li> </ul> | Free / Hard copy cost |
| <b>4. How we make decisions:</b><br><b><i>Decision-making processes and records</i></b>                                                             | <ul style="list-style-type: none"> <li>• Governing Body minutes (non-confidential)</li> <li>• Admissions arrangements</li> <li>• Consultation outcomes (where applicable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Trust website - <a href="#">Policies - Excalibur Academies Trust</a></li> <li>• School/Academies websites</li> <li>• Hard copy on request from school offices</li> </ul>                                                                             | Free / Hard copy cost |
| <b>5. Our policies and procedures:</b><br><b><i>Current written protocols, policies and procedures</i></b>                                          | <ul style="list-style-type: none"> <li>• Statutory school and Trust policies</li> <li>• Child protection &amp; safeguarding</li> <li>• Behaviour policy</li> <li>• School uniform policy</li> <li>• Exclusions &amp; anti-bullying</li> <li>• SEN information (SEND requirements)</li> <li>• Complaints procedure</li> </ul>                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Trust website (schools/academies link to Trust website) - - <a href="#">Policies - Excalibur Academies Trust</a></li> </ul>                                                                                                                          | Free / Hard copy cost |

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|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
|                                                                                                        | <ul style="list-style-type: none"> <li>• Charging &amp; remissions policy</li> <li>• Data protection / privacy notices</li> <li>• Health &amp; safety</li> <li>• Whistleblowing policy</li> <li>• Remote education provision</li> <li>• Staff HR policies</li> </ul> | <ul style="list-style-type: none"> <li>• Hard copy on request from school offices</li> </ul>                                                                                                                                                                |                       |
| <b>6. Lists and registers</b>                                                                          | <ul style="list-style-type: none"> <li>• Curriculum information</li> <li>• Asset register (summary)</li> <li>• Governor register of interests</li> <li>• Any other publishable register entries</li> </ul>                                                           | <ul style="list-style-type: none"> <li>• Trust website (schools/academies link to Trust website) - - <a href="#">Policies - Excalibur Academies Trust</a></li> <li>• School/Academy websites</li> <li>• Hard copy on request from school offices</li> </ul> | Free / Hard copy cost |
| <b>7. The services we offer:</b><br><b><i>Information about services provided to the community</i></b> | <ul style="list-style-type: none"> <li>• After-school clubs</li> <li>• Extra-curricular activities</li> <li>• School publications (leaflets, newsletters)</li> <li>• Services for parents and the wider community</li> </ul>                                         | <ul style="list-style-type: none"> <li>• School/Academy websites</li> <li>• Hard copy on request from school offices</li> </ul>                                                                                                                             | Free / Hard copy cost |