

Publication Scheme 2022-23

The Freedom of Information Act 2000 gives right of access to information held by public bodies. The Wensum Trust is registered with the Information Commissioner’s Office (ICO) and conforms with its requirements under the Act. This publication scheme makes clear to the public what information we publish when a request for information is received and/or information that is available via our website.

The document is based on the ICO Model Publication Scheme and guidance from Data Protection Education (DPE) has been used to complete each category.

Class 1 - Who we are and what we do		
Who’s who in the trust and schools	Website	Free
Who’s who on the Local Governing Body/Board of Trustees and the basis of their appointment	Website	Free
Articles of Association / Funding Agreement	Website	Free
Contact details for the Principal / CEO and Chair of the Trust, via the Trust Head Office	Website	Free
School prospectus	Website & hard copy	Free
School session times and term dates, including Inset days	Website	Free

Contact details, including Trust Head Office, individual academies and email address.	Website	Free
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements, including annual Trustees Report	Website	Free
Capital funding	Website	Free
Financial audit reports	Hard Copy on written request	10p per sheet
Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy on written request	10p per sheet
Class 3 – What our priorities are and how we are doing		
Performance management policy and procedures adopted by the Board of Trustees	Website	Free
Performance data or a direct link to it	Website	Free
Ofsted inspection reports	Website	Free

The trust / school's future plans; for example, proposals for and any consultation on the future of a school, such as a change in status	Website	Free
Safeguarding and child protection	Website	Free
Class 4 – How we make decisions		
Admissions policy	Website	Free
Agendas and minutes of meetings of the Trust Board and its committees. (NB this will exclude information that is regarded as private / confidential to the meetings).	Website / Hard Copy	10p per sheet
Class 5 – Our policies and procedures		
Charging and Remissions Policy	Website	Free
Complaints Policy	Website	Free
Data Protection Policy	Website	Free

Equality information and objectives (public sector equality duty) statement for publication	Website	Free
Health & Safety Policy	Website	Free
Lettings Policy	Website	Free
LGPS Employers Policy Statement	Website	Free
Safeguarding Policy	Website	Free
Supporting Pupils with Medical Conditions	Website	Free
Whistleblowing Policy	Website	Free
Accessibility Plan	Website	Free
Admissions Policy	Website	Free
Anti-Bullying Policy	Website	Free

Attendance Policy	Website	Free
Behaviour Policy	Website	Free
Calculation Policy	Website	Free
Careers Provider Access Statement	Website	Free
Curriculum Policy	Website	Free
Examination Policy	Website	Free
Exclusions Policy	Website	Free
Home Learning Policy	Website	Free
Preventing Extremism / Radicalisation	Website	Free
SEND Policy	Website	Free

Sex and Relationships Policy	Website	Free
Class 6 – Lists and Registers		
Asset register	By inspection - upon written request	Free
Any information the school is currently legally required to hold in publicly available registers (ICO)	By inspection - upon written request	Free
Class 7 – The services we offer		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy	10p per sheet
School publications, leaflets, books and newsletters	Website	Free