



Wade Deacon Trust

Freedom of Information Act Publication Scheme

Policy & Procedure Number: 78

Date of Board of Trustees' Review: Summer 2017

Next Review Due: Summer 2020

Trust Link: Mr I. Kirkham

Revision Number: v1

I STATEMENT OF INTENT – FREEDON OF INFORMATION ACT PUBLICATION SCHEME

- I.1 The publication scheme covers the Academy's commitment on the following points:
- I.1.1 To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Multi Academy Trust and falls within the classifications below.
 - I.1.2 To specify the information that is held by the Multi Academy Trust and falls within the classifications below.
 - I.1.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - I.1.4 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.
 - I.1.5 To review and update on a regular basis the information the Multi Academy Trust makes available under this scheme.
 - I.1.6 To produce a schedule of any fees charged for access to information which is made proactively available.
 - I.1.7 To make this publication scheme available to the public.
 - I.1.8 This policy will be reviewed as it is deemed appropriate, but no less frequently than every 3 years by the Trustees'. The policy will be promoted and implemented within each academy.

2 THE CLASSES OF AVAILABLE INFORMATION

2.1 Who we are and what we do.

Organisational information, structures, how are we doing, locations and contacts.

2.2 What we spend and how we spend it.

Financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.

2.3 How we make decisions.

Wade Deacon Trust

Decision making processes and records of decisions.

2.4 **Our policies and procedures.**

Current written protocols, policies and procedures for delivering our services and responsibilities.

2.5 **The Services we Offer.**

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

2.6 The classes of information will not generally include:

2.6.1 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. This includes information protected by the Data Protection Act.

2.6.2 Information in draft form.

2.6.3 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.

3 **REQUESTS FOR INFORMATION**

3.1 Information that is not published under the scheme can be requested in writing from the Freedom of Information Officer;

Wade Deacon Trust
Innovation Enterprise Centre
Birchfield Road
Widnes
Cheshire
WA8 7TD

3.2 All requests will be considered in accordance with the provisions of the Freedom of Information Act.

3.3 Much of the information we hold is available from our website on: www.wadedeacontrust.com

4 **CHARGES**

4.1 Information, in most cases, can be downloaded from the website free of charge. A charge may be made for services to cover administrative costs such as photocopying and postage.



Wade Deacon Trust

GUIDE TO INFORMATION AVAILABLE FROM THE WADE DEACON MULTI ACADEMY TRUST UNDER THE PUBLICATION SCHEME

(T) = Trust Website, (A) Individual Academy Website

Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i>		
Information to be published	How the information can be obtained	Charge
Academy Funding Agreement	T	
Academy Order	T	
Memorandum & Articles of Association	T	
Members, Trustees & Local Governing body – names and contact details	T, A	
Calendar - session times, term dates and holidays	A	
Contact - Location and contact information	T, A	
Ofsted Inspection Report	A	

Who we are and what we do <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>		
Information to be published	How the information can be obtained	Charge
Academy Finance Plan	T	
Annual Budget plan and financial statements	On request	
Capital Funding – details of capital funding allocated to the school	On request	
Capital Projects - information on building and other capital projects	On request	
Additional funding – Income generation schemes and other sources of funding.	On request	
Staffing and grading structure	On request	£10
Academy Pay Policy	On request	
Governors' Allowances – Details of allowances and expenses that can be claimed or incurred.	On request	£10

Wade Deacon Trust

How we make decisions <i>(Decision making processes and records of decisions)</i>		
Information to be published	How the information can be obtained	Charge
Admissions Policy – arrangements, procedures and right of appeal	A	
Admissions Record - application numbers and number of successful applicants by each oversubscription criteria.	On Request	£10
Trust Board & Local Governing Body - Agendas, papers and minutes	T, A & On Request	£10 for hard copy

The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
Information to be published	How the information can be obtained	Charge
Extra-curricular activities	Website	
Out of school clubs	Website	
Publications and newsletters	Website	

Wade Deacon Trust

Pupil & curriculum policies (Current written protocols, policies and procedures for delivering our services and responsibilities as applicable)		
Information to be published	How the information can be obtained	Charge
<ul style="list-style-type: none"> • Acceptable Behaviour • Accessibility • Administering of medicines • Careers Education • Collective worship • Complaints • Curriculum • Curriculum • DBS Policy • Education Visits & Offsite Activities • Equal Opportunities • Exam & Assessment • Home-school agreement • Homework • ICT – Acceptable Use • Internet & Information code of practice • Privacy Notice – Data Protection Policy • Pupil anti-bullying • Safeguarding • Sex education • Special education needs • Work related Learning 	<p>All these policies are available on the MAT website or upon request for which a £10 charge will be made</p>	<p>£10 for hard copy</p>

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