



FRAYS
Academy Trust

**Frays Academy Trust
Freedom of Information
Publication Scheme**

**Date Ratified: February 2024
Review Date: February 2028**

Version History

| Version | Date | Status and Purpose | Document Author | Changes Overview |
|----------------|---------------|---------------------------|-------------------------------|---|
| 1.1 | February 2020 | New Policy | Business Support Co-ordinator | Updated to reflect legal requirements under the Freedom of Information Act. |
| 1.2 | June 2023 | Policy update | Business Support Assistant | Minor updates to add All Saints CE Primary School and to Update website links. |
| 1.3 | February 2024 | Policy update | Business Support Assistant | Policy review with SchoolPro DPO – no changes required. Updated website links. |

Approval

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| Signed by Chair of Board of Directors | |
| Date of Approval/Adoption | February 2024 |
| Date of Review | February 2028 |

Notes on Document

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This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation, statutory guidance, or best practice (where appropriate).

To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.

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1. Introduction

This publication scheme commits the Frays Academy Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust.

The scheme commits the Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which is held by the Trust 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 Trust 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.

2. Classes of information

Information is available on our websites as follows:

Frays Academy Trust: <https://www.fraysacademytrust.org/>

Our schools:

- All Saints CE Primary School <https://www.allsaints.wokingham.sch.uk/>
- Beechwood Primary School: www.beechwoodprimaryschool.com
- Cowley St Laurence CE Primary School: www.cowley.hillingdon.sch.uk
- Keep Hatch Primary School: <http://www.KeepHatch.wokingham.sch.uk/>
- Laurel Lane Primary School: www.laurel-laneprimary.hillingdon.sch.uk
- St Martin’s CE Primary School: www.stmartinsprimary.com
- St Matthew’s CE Primary School: www.st-matthews.hillingdon.sch.uk

| Information to be published | How the information can be obtained | Cost |
|---|---|------|
| Class 1 - Who we are and what we do | | |
| Who’s who in the school/trust | Individual school websites. | Free |
| Who’s who on the governing body/board of directors and the basis of their appointment | Board of Directors: https://www.fraysacademytrust.org/page/?title=Governance&pid=8 Local Governors: https://www.fraysacademytrust.org/page/?title=Governance&pid=8 | Free |
| Articles of Association | https://www.fraysacademytrust.org/page/?title=Articles+and+Scheme+of+Delegation&pid=35 | Free |

| Information to be published | How the information can be obtained | Cost |
|--|--|------|
| Class 1 - Who we are and what we do | | |
| Contact details for the Headteacher and for the governing body, via the school | Individual school websites. | Free |
| School prospectus | Individual school websites. | Free |
| Annual Report | N/A | N/A |
| Staffing structure | Individual school websites. | Free |
| School session times and term dates | Term dates – Individual school websites. School session times – Attendance Policy – Individual school websites. | Free |
| Address of school and contact details, including email address. | https://www.fraysacademytrust.org/page/?title=Contact+Us&pid=19 Individual school websites. | Free |

| Information to be published | How the information can be obtained | Cost |
|--|--|---|
| Class 2 – What we spend and how we spend it | | |
| Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. | | |
| Annual budget plan and financial statements | Annual accounts – available at: https://www.fraysacademytrust.org/page/?title=Frays+Academy+Trust+Financial+Accounts&pid=37 | Free |
| Capital funding | Annual accounts – available at: https://www.fraysacademytrust.org/page/?title=Frays+Academy+Trust+Financial+Accounts&pid=37 | Free |
| Financial audit reports | Annual accounts – available at: https://www.fraysacademytrust.org/page/?title=Frays+Academy+Trust+Financial+Accounts&pid=37 | Free |
| Procurement and contracts | Available on request. Contact: office@fraysacademytrust.org | Email – free of charge Hard copy – see schedule of charges below |
| Pay policy | Available on request. Contact: office@fraysacademytrust.org | Email – free of charge Hard copy – see schedule of charges below |
| Staff allowances and expenses | Annual accounts – available at: https://www.fraysacademytrust.org/page/?title=Frays+Academy+Trust+Financial+Accounts&pid=37 | Free |
| Staffing, pay and grading structure | Available on request. Contact: office@fraysacademytrust.org | Email – free of charge Hard copy – see schedule of charges below |

| | | |
|-----------------------|--|------|
| Governors' allowances | Annual accounts – available at: https://www.fraysacademytrust.org/page/?title=Frays+Academy+Trust+Financial+Accounts&pid=37 | Free |
|-----------------------|--|------|

| Information to be published | How the information can be obtained | Cost |
|---|---|---|
| Class 3 – What our priorities are and how we are doing | | |
| Strategies and plans, performance indicators, audits, inspections and reviews. | | |
| School profile (if any) and in all cases: <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data The latest Ofsted Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan | School performance data for each of our schools is available at: https://www.compare-school-performance.service.gov.uk/find-a-school-in-england Latest Ofsted reports are available on individual school websites and at: https://reports.ofsted.gov.uk/ If applicable, post-Ofsted action plans are available on individual school websites. | Free |
| Performance management policy and procedures adopted by the trust. | Available on request. Contact: office@fraysacademytrust.org | Email – free of charge. Hard copy – see schedule of charges below. |
| Performance data or a direct link to it | School performance data for each of our schools is available at: https://www.compare-school-performance.service.gov.uk/find-a-school-in-england | Free |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | Trust website: https://www.fraysacademytrust.org/page/?title=Strategic+Plan&pid=41 | Free |
| Safeguarding and child protection | Trust policy: https://www.fraysacademytrust.org/page/?title=Trust+Policies&pid=52 Individual school policy – individual school website. | Free |

| Information to be published | How the information can be obtained | Cost |
|--|--|---|
| Class 4 – How we make decisions | | |
| Decision making processes and records of decisions | | |
| Admissions policy/decisions (not individual admission decisions) | Trust website: https://www.fraysacademytrust.org/page/?title=Admissions&pid=42 | Free |
| Agendas and minutes of meetings of the governing body/trust Board and its committees | By email or hard copy on request. office@fraysacademytrust.org | Email – free. Hard copy – see schedule of charges below. |

| Information to be published | How the information can be obtained | Cost |
|---|--|------|
| Class 5 – Our policies and procedures | | |
| Current written protocols, policies and procedures for delivering our services and responsibilities | | |
| Records management and personal data policies | Trust website under policies section: https://www.fraysacademytrust.org/page/?title=Trust+Policies&pid=52 | Free |
| Charging regimes and policies | Trust website under policies section: https://www.fraysacademytrust.org/page/?title=Trust+Policies&pid=52 | Free |

| Information to be published | How the information can be obtained | Cost |
|---|-------------------------------------|------|
| Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register). | | |
| Curriculum circulars and statutory instruments | Inspection only, on request. | Free |
| Disclosure logs | Inspection only, on request. | Free |
| Asset register | Inspection only, on request. | Free |
| Any information the school is currently legally required to hold in publicly available registers | Inspection only, on request. | Free |

| Information to be published | How the information can be obtained | Cost |
|---|--|------|
| Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses | | |
| Extra-curricular activities | School websites. | Free |
| Out of school clubs | School websites. | Free |
| Services for which the school is entitled to recover a fee, together with those fees | School websites. Trust Charging policy – Trust website under policies section: https://www.fraysacademytrust.org/page/?title=Trust+Policies&pid=52 | Free |
| School publications, leaflets, books and newsletters | School websites. | Free |

3. The method by which information published under this scheme will be made available

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

Where it is within our capability, information will be provided on our websites. 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, we 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.

4. 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.

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.

5. Schedule of Charges

This schedule of charges applies only to information requested under this policy. Information published on our websites is free. If your request means we have to do photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling the request.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|-------------------|---|--|
| Disbursement cost | Photocopying/printing @ 10p per sheet (black & white) | Actual cost |
| | Photocopying/printing @ 10p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |

6. Written requests

Information held 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.