



Cheshire Academies Trust  
*Inspiring hearts and minds*

# Freedom of Information Publication Scheme

Policy Reviewed: Autumn 2023

Next Update: Autumn 2026

## Introduction

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioners Officer (ICO) would expect academies to provide in order to meet their commitments under the model publication scheme.

To do this we must produce a publication scheme, setting out:

1. The classes of information which we publish or intend to publish
2. The manner in which the information will be published
3. Whether the information is available free of charge or on payment

The ICO would expect academies to make the information in this document available unless:

- We do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for routine release

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available to you on our website, to download and print off or available in paper form on request from the Trust or one of its academies.

Some of the information which we may hold may not be public, for example personal information.

This publications scheme confirms to the latest model scheme for Academies, approved by the Information Commissioner.

We endeavour to make as much information as possible available online. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The Trust does not charge for information that can be accessed from any of its websites. However, we may pass on costs for reproducing information or providing it in alternative formats. We do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

## How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the Trust or relevant academy by email or letter. Contact details are set out below:

|           |  |                             |
|-----------|--|-----------------------------|
| Email:    | <a href="mailto:lucijones@cheshireacadmiestrust.co.uk">lucijones@cheshireacadmiestrust.co.uk</a> | (Cheshire Academies Trust)  |
|           | <a href="mailto:admin@bexton.cheshire.sch.uk">admin@bexton.cheshire.sch.uk</a>                   | (Bexton Primary School)     |
|           | <a href="mailto:admin@boughtonheath.cheshire.sch.uk">admin@boughtonheath.cheshire.sch.uk</a>     | (Boughton Heath Academy)    |
|           | <a href="mailto:admin@kelsall.cheshire.sch.uk">admin@kelsall.cheshire.sch.uk</a>                 | (Kelsall Primary School)    |
|           | <a href="mailto:admin@millview.cheshire.sch.uk">admin@millview.cheshire.sch.uk</a>               | (Mill View Primary School)  |
|           | <a href="mailto:admin@manorpark.cheshire.sch.uk">admin@manorpark.cheshire.sch.uk</a>             | (Manor Park Primary School) |
| Websites: | <a href="http://www.cheshireacadmiestrust.co.uk">www.cheshireacadmiestrust.co.uk</a>             |                             |

[www.bexton.cheshire.sch.uk](http://www.bexton.cheshire.sch.uk)  
[www.boughtonheath.cheshire.sch.uk](http://www.boughtonheath.cheshire.sch.uk)  
[www.kelsall.cheshire.sch.uk](http://www.kelsall.cheshire.sch.uk)  
[www.millviewschool.co.uk](http://www.millviewschool.co.uk)  
[www.manorpark.cheshire.sch.uk](http://www.manorpark.cheshire.sch.uk)

Contact addresses are available via the Trust or individual academy websites. To help us process your request quickly please clearly mark any correspondence 'Freedom of Information Publication Scheme Request'. If the information you are looking for is not available via the scheme and is not on our website, you can still contact the Trust to ask if we have it.

## Paying for Information

Information published on our websites is free, although you may incur costs from your internet service provider. If you do not have internet access you can access our websites using a local library or internet café.

Single copies of information covered by this publications scheme are provided free unless stated otherwise in later in the scheme. If your request means we have to do a lot of photocopying or printing pay a large postage charge or is for a priced item such as some printed publications or recordings we will let you know the cost and expect it to be met, before fulfilling your request. Where there is a charge this will be indicated in the Schedule of Charges box in the table below.

## Classes of Information Currently Published

### Class 1 – who are we and what we do (current information only)

|   | How can information be obtained? | Schedule of Charges |
|---|----------------------------------|---------------------|
| <b>Instrument of Governance</b><br>A record of the name and category of the Academies and the name and constitution of the Trust Board            | Via the Trust website            | Free                |
| <b>Trust Board</b><br>The names and contact details of the Directors  | Via the Trust website            | Free                |
| <b>Individual Academy Session Times and Term Dates</b>  | Via Academy websites             | Free                |
| <b>Location and Contact Information</b><br>The address, telephone number and website for the individual academies with the names of key personnel | Via Academy websites             | Free                |

### Class 2 – What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum)

|   | How can information be obtained?   | Schedule of Charges |
|---|--|---------------------|
| <b>Trust Budget</b><br>Budget distributed via the ESFA<br>Annual income and expenditure returns   | Annual Accounts Publication – via the Trust website<br><br>Companies House | Free                |
| <b>Capital Funding and information on related building projects and other capital projects</b>  | Annual Accounts Publication – via the Trust website<br><br>Companies House | Free                |
| <b>Additional Funding</b><br>Income generation and other sources of funding   | Annual Accounts Publication – via the Trust website<br><br>Companies House | Free                |
| <b>Procurement and Contracts</b><br>Procedures for procuring goods and services<br>Details of contracts that have gone through a formal tendering process | Via request to the Trust or individual academies                           | £charge             |

|   |                            |      |
|---|----------------------------|------|
| <b>Staffing Structure</b>   | Via Trust/Academy websites | Free |
| <b>Governors/Trustees Allowances</b><br>Allowances and expenses that can be claimed or incurred | Via Trust/Academy websites | Free |

### **Class 3 – what are our priorities and how are we doing (strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum)**

|  | <b>How can information be obtained?</b>          | <b>Schedule of Charges</b> |
|--|--|----------------------------|
| <b>Academy Profile</b><br>Government supplied performance data<br>Latest Ofsted reports  | Via Trust/Academy or Government websites         | Free                       |
| <b>Performance Management</b><br>Policy and procedures adopted by the Trust  | Via request to the Trust or individual academies | £charge                    |
| <b>Future Plans</b><br>Any major proposals for the future of the Trust/Academies   | Via request to the Trust or individual academies | £charge                    |
| <b>Child Safeguarding Policies and Procedures</b><br>Documents in place to ensure functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issues by the Secretary of State | Via Trust/Academy websites                       | Free                       |

### **Class 4 – how we make decisions (Current and previous three years as a minimum)**

|   | <b>How can information be obtained?</b>          | <b>Schedule of Charges</b> |
|---|--|----------------------------|
| <b>Admission Policy/Decisions</b><br>Arrangements and procedures together with information about the right of appeal  | Via Trust/Academy websites                       | Free                       |
| <b>Minutes of the Local Governing Body and Trust Board Meetings</b><br>Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting | Via request to the Trust or individual academies | £charge                    |

### **Class 5 – our policies and procedures (written protocols, policies and procedures for delivering our services and responsibilities. Current information only)**

|  | <b>How can information be obtained?</b>          | <b>Schedule of Charges</b> |
|--|--|----------------------------|
| <b>Trust/Academy Policies e.g.</b><br>Health & Safety Policy<br>Complaints Procedure<br>SEND Policy<br>Charging Regimes and Policies | Via Trust/Academy websites                       | Free                       |
| <b>Human Resources Policies and Procedures</b>   | Via request to the Trust or individual academies | £charge                    |

### **Class 6 – lists and registers (currently maintained lists and registers only)**

|   | <b>How can information be obtained?</b>          | <b>Schedule of Charges</b> |
|---|--|----------------------------|
| <b>Curriculum information and statutory instruments</b>   | Via Trust/Academy websites                       | Free                       |
| <b>Disclosure logs</b><br>Logs of information provided in response to requests  | Via request to the Trust or individual academies | £charge                    |
| <b>Asset Registers</b>  | Via request to the Trust or individual academies | £charge                    |
| <b>Any information the Trust is currently legally required to hold in publicly available registers. NOT INCLUDING</b> | Via request to the Trust or individual academies | £charge                    |

| <b>ATTENDANCE REGISTERS</b>  |  |         |
|--|--|---------|
| <b>The Services Individual Academies Offer e.g.</b><br>Extra-curricular activities<br>Academy publications | Via request to the Trust or individual academies | £charge |

## **Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance then initially this should be addressed to the Trust's Data Protection Officer at Cheshire Academies Trust, Kelsall Primary School, Flat Lane, Kelsall, Cheshire, CW6 9PU or email [lucijones@cheshireacademiestrust.co.uk](mailto:lucijones@cheshireacademiestrust.co.uk)

If you wish to make a complaint, please use the Trusts' Complaints Procedure available on our Trust and Academy websites or by contacting the Trust or the Academy directly.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Enquiry Information Line: 01625 545700  
Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)