

PUBLICATION SCHEME

This policy outlines the framework for the WLT to meet its duty and obligation to publish specific information on our website.

The governing boards of the schools within the WLT are dedicated to working fairly and transparently. We are committed to making information available to the public, as we are accountable for the effective and efficient operation of the WLT schools.

1. Legal framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- The School Information (England)(Amendment) regulations 2016
- The General Data Protection Regulation (2018)
- The Freedom of Information Act 2000

The scheme commits the WLT:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the WLT and falls within the classifications below.
- To specify the information which is held by the WLT 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 WLT 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.
- To publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the Trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the Trust is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

2. Classes of information

- Who we are and what we do
 - Organisation information
 - Locations and contacts
 - Constitutional and legal governance
- What we spend and how we spend it
 - Financial information relating to projected and actual income and expenditure
 - Tendering, Procurement and Contracts

- What our priorities are and how we are doing
 - Strategy and performance information
 - Plans
 - Assessments
 - Inspections and reviews
- How we make decisions
 - Policy proposals and decisions
 - Decision making processes
 - Internal criteria and procedures
 - Consultations
- Our policies and procedures
 - Current written protocols for delivering functions and responsibilities
- Lists and registers
 - Information held in registers required by law
 - Lists and registers relating to the functions of the WLT
- The services we offer
 - Advice and guidance
 - Booklets and leaflets
 - Transactions and media releases
 - A description of the services offered

3. Published information

Information available from the Willow Learning Trust under this publication scheme is detailed in **Appendix A**. Where it is within the capability of the WLT, information will be provided on the website. Where it is impractical to make information available on the website or when an individual does not wish to access the information by the website, requests can be made in writing to the Data Protection Officer at Glenthorne High School, Sutton Common Road, Sutton, Surrey SM3 9PS.

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 the Trust 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. Information we will not publish

We will not publish:

- Information which could reveal confidential information about individual members of the school community;
- Information which is exempt under the Freedom of Information Act 2000;
- Information in draft form;
- Information which 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.

Information which is not published under this policy can be requested in writing, when its provision will be considered in accordance with the Freedom of Information Act 2000.

5. Schedule of charges

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 Trust for routinely published material will be justified and transparent and kept to a minimum.

Charges will be made for photocopying and postage and packaging at the rate described in the table below. 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.

Type of Charge	Description	Basis of Charge
Disbursement costs	Photocopying/printing @ 10p per sheet (black & white)	Actual cost incurred by the school
	Postage and packaging	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	As applicable	In accordance with the relevant legislation

6. Monitoring and review

This policy will be reviewed every 2 years, or in light of any changes to relevant legislation, by the Executive Headteacher in conjunction with the WLT Trustees.

The next scheduled review date for this policy is **September 2023**.

APPENDIX A

Information to be published	How the information can be obtained	Charge
Who we are and what we do (current information only)		
Articles of Association and scheme of delegation	Hard copy	<i>See schedule of charges</i>
Funding Agreement	Hard copy	<i>See schedule of charges</i>
Who is in the Trust	WLT website Individual school website	<i>Nil</i>
Who is on the Trust Board/Local Governing Body and the basis of their appointment	WLT website Individual school website	<i>Nil</i>
Contact details for the Trustees, Local Governing Bodies and Headteachers, via the Trust.	WLT website Individual school website	<i>Nil</i>
School session times, term dates and holidays	Individual school website	<i>Nil</i>
Location and contact information – address, phone number and email	WLT website Individual school website	<i>Nil</i>
School Prospectus	Hard copy	<i>See schedule of charges</i>
School and staff structure – names of key personnel	Individual school website	<i>Nil</i>
GCSE/SATs results	Individual school website	<i>Nil</i>
What we spend and how we spend it (current and previous financial year)		
Annual budget plan and financial statements	WLT website	<i>Nil</i>
Capital funding	Hard copy	<i>See schedule of charges</i>
Additional funding	Hard copy	<i>See schedule of charges</i>
Procurement and contracts that have gone through a formal tendering process	Hard copy	<i>See schedule of charges</i>
Staffing and grading structure	Hard copy	<i>See schedule of charges</i>
Pay and Conditions Policy	Hard copy	<i>See schedule of charges</i>
Trustees/Governors' Allowance Policy	WLT website	<i>See schedule of charges</i>
Pupil Premium Statement	Individual school website	<i>Nil</i>
Catch Up Funding	Individual school website	<i>Nil</i>

What our priorities are and how we are doing (current information)		
WLT profile <ul style="list-style-type: none"> Government supplied performance data Latest OFSTED report 	WLT Website Individual school websites	<i>Nil</i>
Appraisal Policy and procedures	Hardcopy	<i>See schedule of charges</i>
The future plans of the Trust and its schools	WLT Website	<i>Nil</i>
Safeguarding and child protection – policies and procedures on safeguarding and promoting the welfare of children	WLT Website Individual school website	<i>Nil</i>
How we make decisions (current and previous 3 years)		
Admissions policy, arrangements and decisions (not individual admission decisions)	WLT Website Individual school website	<i>Nil</i>
Agendas and minutes of meetings of the Trust, its LGBs and committees (NB this will exclude information that is properly regarded as private to the meetings)	Hard Copy	<i>See schedule of charges</i>
Our Policies and procedures (current information only)		
Policies, procedures, and documents that the Trust or its academies are required to have by statute or by its funding agreement, including policies and procedures for handling information requests	WLT Website and Individual school websites as required or Hard Copy	<i>See schedule of charges</i>
Records management and personal data policies: <ul style="list-style-type: none"> Records management (retention, archiving, and destruction) Data Protection policies Data Security Policy 	WLT Website Hard Copy	<i>See schedule of charges</i>
Charging regimes and policies	Hard Copy Individual school websites	<i>See schedule of charges</i>
Lists and registers (current information only)		
Disclosure Logs	Hard Copy	<i>See schedule of charges</i>
Asset register	Hard Copy	<i>See schedule of charges</i>

Any information the Trust/academy is legally required to hold in publicly available registers	Hard Copy	<i>See schedule of charges</i>
The services we offer (current information only)		
Extra-curricular activities	Individual school website	<i>Nil</i>
Out of school clubs	Individual school website	<i>Nil</i>
Leaflets, booklets and newsletters	Individual school websites Hard Copy	<i>See schedule of charges</i>

Academy Websites:

Abbey Primary School	https://www.abbey.sutton.sch.uk
Aragon Primary School	https://www.aragon.merton.sch.uk
Glenthorne High School	https://www.glenthorne.sutton.sch.uk/
Willow Learning Trust	https://thewillowlearningtrust-sutton.frogos.net