



PUBLICATION SCHEME

Statement of intent

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.

Signed by:

Headteacher

Date:

Chair of governors

Date:

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.

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 and Procurement
 - Contracts
- What our priorities are and how we are doing
 - Strategy and performance information
 - Plans
 - Assessments
 - Inspections
 - 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

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 on the details below.

Glenthorne High School
Sutton Common Road
Sutton
Surrey SM23 9PS
Telephone: 020 8644 6307
Email: DPOfficer@glenthorne.sutton.sch.uk

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

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

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 on a **bi-annual** basis, or in light of any changes to relevant legislation, by the CEO in conjunction with the WLT Trustees.

The next scheduled review date for this policy is **September 2026**.

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	WLT website	<i>Nil</i>
Funding Agreement	WLT website	<i>Nil</i>
Who is in the Trust	WLT 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	WLT website 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	WLT website 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	Hard copy	<i>See schedule of charges</i>
Capital funding	Hard copy	<i>See schedule of charges</i>
Additional funding	Hard copy	<i>See schedule of charges</i>
Pay and Conditions Policy	Hard copy	<i>See schedule of charges</i>
Governors' Allowance Policy	Hard copy	<i>See schedule of charges</i>
Pupil Premium Statement	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	<i>Nil</i>
Appraisal Policy and procedures	Copy	<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	Individual school website	<i>Nil</i>
How we make decisions <i>(current and previous 3 years)</i>		
Admissions policy, arrangements and decisions (not individual admission decisions)	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 <i>(current information only)</i>		
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	<i>Nil</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 • ICT Acceptable Use Policy • Email and Internet Usage 	WLT Website Hard Copy	<i>See schedule of charges</i>
Charging regimes and policies	WLT website	<i>Nil</i>
Lists and registers <i>(current information only)</i>		
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 <i>(current information only)</i>		
Extra-curricular activities	Individual school website	<i>Nil</i>
Out of school clubs	Individual school website	<i>Nil</i>
Leaflets, booklets and newsletters	Hard Copy	<i>See schedule of charges</i>