

SOKE EDUCATION TRUST

Publication Scheme

Approved via Governorhub

Approved Date	October 23
Review Date	October 25



Publication Scheme

Publication Scheme

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.

There is currently an approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).

Schools must adopt the ICO's model scheme and make it publicly available.

Please follow the link below to the ICO model scheme which we have adopted

[Freedom of Information Publication Scheme](#)

Our Published Guide To Information

Schools should publish a guide to information alongside the publication scheme.

The guide should specify:

- the documents available
- the format of the documents
- any charges made for the information

Information	Information Source	Cost
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Class One: Who we are and what we do		
Who's who in school	School website Hard copy – available on request from school	Free 5p per page
Who's who on the governing body	School website Hard copy – available on request from school	Free 5p per page
Articles of Association	Trust Website – www.sokeeducationtrust.co.uk Hard copy – available on request from school	Free 5p per page
School session times	School website Hard copy – available on request from school	Free 5p per page
Term dates	School website Hard copy – available on request from school	Free 5p per page
Contact details of school	School website Hard copy – available on request from school	Free 5p per page
Class Two: What we spend and how we spend it		
Financial Statements	Trust Website – www.sokeeducationtrust.co.uk Hard copy – available on request from school	Free 5p per page

Financial audit reports	Trust Website – www.sokeeducationtrust.co.uk Hard copy – available on request from school	Free 5p per page
Pay policy	Trust Website – www.sokeeducationtrust.co.uk Hard copy – available on request from school	Free 5p per page
Class Three: What our priorities are and how we are doing		
School Profile <ul style="list-style-type: none"> • Performance Data • Ofsted Report 	School website https://www.gov.uk/school-performance-tables https://reports.ofsted.gov.uk/ Hard copy - available on request from school	Free 5p per page
Safeguarding and Child Protection policy	School website Hard copy – available on request from school	Free 5p per page
Class Four: How we make decisions		
Admissions policy	School website Hard copy – available on request from school	Free 5p per page
Minutes of local governance committee	Hard copy – available on request from school	5p per page
Class Five: Policies and procedures		
Charging and remittance policy	School website	Free

	Hard copy – available on request from school	5p per page
Class Six: lists and registers		
Curriculum information	School website	Free
	Hard copy – available on request from school	5p per page
Asset register	Inspection only	
Disclosure logs	Inspection only	
Class Seven: The services we offer		
Extra curricular activities	School website	Free
	Hard copy – available on request from school	5p per page
Out of school club details	School website	Free
	Hard copy – available on request from school	5p per page
Services for which the school is entitled to charge a fee	School website	Free
	Hard copy – available on request from school	5p per page

The guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme.