



SOKE EDUCATION TRUST
SUSTAIN • EMPOWER • TRANSFORM

FREEDOM OF INFORMATION POLICY

Chief Executive Officer	Sign and Date	
Chair of the Board	Sign and Date	
Approved Date		1 st MAY 2019
Review Date		MAY 2022

This publication scheme commits the Soke Education Trust (hereafter referred to as “the 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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

This scheme commits Soke Education 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.

Classes of Information

1. Who we are and what we do
Organisational information, locations and contacts, constitutional and legal governance.
2. What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. What our priorities are and how we are doing
Strategy and performance information, plans, assessments, inspections and reviews.
4. How we make decisions
Policy, proposals and decisions. Decision making processes, internal criteria and procedures, consultations
5. Our policies and procedures
Current written protocols for delivering our functions and responsibilities.
6. Lists and Registers
Information held in registers required by law and other lists and registers relating to the functions of the Trust.

7. The Services we Offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that 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.

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 the capability of a public Trust, information will be provided on a website. 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, the Trust 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 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.

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 Trust 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.

Written Requests

Information held by the Trust 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. Requests are to be sent to:

Soke Education Trust
Werrington Primary School
Amberley Slope
Werrington
Peterborough
PE4 6QG

The following tables outline the method by which the information published under this scheme and identifies the information which meets the requirements of the Information Commissioner.

Guide to Information available from the Soke Education Trust under the Publication Scheme

Information to be Published	How the information can be obtained	Charge (if applicable)
Who we are and what we do		
Master Funding Agreement and other Academy Conversion Documents	Trust Website	
Multi Academy Trust Directors and the basis of their appointment	Trust Website	
Individual School Staff and Structures	School Websites	
School Session Times	School Websites	
School Holidays and Term dates	Both Trust and School Websites	
Prospectuses	School Websites	
Local Governing Body members and the basis of their appointment	School Websites	
Statutory reported results at Key Stage Examinations	Both Trust and School Websites	

What we spend and how we spend it		
Annual Report to Companies' House and Audited Accounts	Trust Website	
Annual Budget Plan and Financial Statements	Trust Executive Committee	
Capital Funding and Project Management	Trust Executive Committee	
Procurement and Contracts	Local Governing Bodies Finance Committees	
Staffing and Grading Structure	Trust Executive Committee	
Pay Policy	Trust Website	
Directors' and Governors' Allowances	Trust Executive Committee	

What are our priorities and how are we doing		
OfSTED Reports and Section 48 Reports	School Websites	
Performance Management Information and Policy	Trust Website	
Safeguarding Policies and Procedures	Trust and School Websites	
School Development Plans	School Websites	

Diocesan Development Policies	Trust Website	
How we make decisions		
Articles of Association	Trust Website	
Scheme of Delegation	Trust Website	
Admissions Policies (including PAN and appeal processes)	Trust and School Websites	
Executive Committee Meeting Agendas and Minutes and supporting papers	Trust Website	
Committees of this body	Executive Committee Company Secretary	
Local Governing Body Meeting Agendas and Minutes and supporting papers	School Websites	
Committees of these bodies	Local Governing Body Clerks	

Our Policies and Procedures		
Trust Policies governing all the schools <ul style="list-style-type: none"> • Directors' and Governors' Code of Conduct • Disciplinary Policy • Grievance Procedure • Sickness Absence Policy • Staff Leave of Absence Policy • Staff Code of Conduct Policy • Flexible Working Policy • Redundancy and Early Retirement Policy • Termination on the Grounds of Ill Health Policy • Whistleblowing Policy • Complaints Policy • Pay Policy • Capability Policy • Finance Policy and Procedures Manual • Fixed Asset and Depreciation Policy • Tendering Policy • Investment Policy • Risk Management Policy 	Trust Website	

<ul style="list-style-type: none"> Disaster Recovery Plan 		
School Policies (individually tailored to schools) include (but not exhaustive) <ul style="list-style-type: none"> Policies relating to safeguarding Policies relating to Health and Safety Policies relating to Equality and Pupil Safety Policies relating to Educational Provision 	School Websites	
Records Management and Personal Data Policies <ul style="list-style-type: none"> Data Protection Policies 	Trust and School Websites	
Charging Regimes and Policies relating to External Users of Trust Facilities	Trust and School Websites	

Lists and Registers		
DfE Guidelines and Handbooks	Trust Website	
Disclosure Logs <ul style="list-style-type: none"> Bullying Log Racial Incident Log 	Local Governing Body	
Premises Management Logs	Local Governing Body	
Asset Register	Trust Executive Committee / Local Governing Body	
Any information in the schools which is required by law to be held in publicly available registers	Local Governing Body	

The Services we Offer		
Extra-Curricular activities	School Websites	
Out of school clubs and societies	School Websites	
School Publications	School Websites	
School Booklets, Leaflets, Newsletters	School Websites/Local Governing Body	
Music Provision	School Website	

It is important to note that requests should be made either to the Clerk to the Board (for Executive Committee Information) or the Clerk to the Local Governing Body (for the Local Governing Bodies Information) in writing (or email) for any of the information included in this disclosure policy. Because of the nature of some of the information provided, it may be possible to only view the information whilst being accompanied on the school and copies will not be provided. Any reasonable costs for copying or providing the information to fulfil a request may be recovered.