

DIOCESE OF  
**ST ALBANS**  
MULTI-ACADEMY TRUST

# Trust Policy

## Publication Scheme

|                                   |                         |
|-----------------------------------|-------------------------|
| <b>Policy type</b>                | Publication Scheme      |
| <b>Reviewed</b>                   | Every 3 Years           |
| <b>Author/Responsible Officer</b> | Governance Professional |
| <b>Approved by</b>                | Head of Governance      |
| <b>Date of ratification</b>       | September 2025          |
| <b>Date of next review</b>        | September 2028          |

This policy is a mandatory policy for all DSAMAT staff and must be implemented without any amendments

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**The Publication Scheme is referred to in both the Data Protection Policy and Freedom of Information Policy.**

| Information to be published                                                                                         | How the information can be obtained | Cost                                |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| <b>Class 1: Who we are and what we do</b>                                                                           |                                     |                                     |
| Our organisational information, structures, locations and contacts                                                  | <b>Hard copy or website</b>         | <b>£</b><br>P30 schedule of charges |
| Who's who in the Trust/school                                                                                       | Trust / School website              | Free                                |
| Who's who on the director/governing board, and the basis of their appointment                                       | Trust / School website              | Free                                |
| Articles of Association/Academy Funding Agreement                                                                   | Trust website                       | Free                                |
| Contact details for the CEO/headteacher                                                                             | Trust / School website              | Free                                |
| Contact details for the chair of the director board/local governing board                                           | Trust / School website              | Free                                |
| Gender Pay Gap reporting                                                                                            | Trust website                       | Free                                |
| School session times and term dates                                                                                 | School website                      | Free                                |
| The Trust/school's address                                                                                          | Trust / School website              | Free                                |
| The Trust/school's contact details                                                                                  | Trust / School website              | Free                                |
| The Trust/school's email address                                                                                    | Trust / School website              | Free                                |
| The Trust/school website                                                                                            | Trust / School website              | Free                                |
| The names of key personnel                                                                                          | Trust / School website              | Free                                |
| <b>Class 2: What we spend and how we spend it</b>                                                                   |                                     |                                     |
| Financial information about projected and actual income and expenditure, procurement, contracts and financial audit | <b>Hard copy or website</b>         | <b>£</b><br>P30 schedule of charges |
| Annual budget plan and financial statements                                                                         | Hard copy                           |                                     |
| Capital funding                                                                                                     | Hard copy                           |                                     |
| Financial audit reports                                                                                             | Hard copy                           |                                     |
| Details of expenditure items over £5000 including costs, supplier and transaction information.                      | Hard copy                           |                                     |
| Procurement and contracts the school has entered into, or information relating to information held by an            | Hard copy                           |                                     |

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| organisation which has entered into procurement or contracts on the school's behalf, for example, the LA                                                                                  |                      |                              |
| The pay policy                                                                                                                                                                            | Hard copy            |                              |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories.                                            | Hard copy            |                              |
| The staffing, pay and grading structure [As a minimum, include salaries for senior staff – members of the SLT or equivalent – in bands of £5,000, and more junior roles by salary range.] | Hard copy            |                              |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors                                                                        | Hard copy            |                              |
| Premiums or other forms of financial support available                                                                                                                                    | School website       |                              |
| Trade Union facility time reporting                                                                                                                                                       | Hard copy            |                              |
| <b>Class 3: What our priorities are and how we are doing</b>                                                                                                                              |                      |                              |
| Our strategies and plans, performance indicators, audits, inspections and reviews                                                                                                         | Hard copy or website | £<br>P30 schedule of charges |
| Performance data supplied to the government                                                                                                                                               | Website              |                              |
| The latest Ofsted full report                                                                                                                                                             | Website              |                              |
| The latest post-inspection action plan                                                                                                                                                    | Website              |                              |
| The performance management policy and procedures                                                                                                                                          | Hard copy            |                              |
| Future Plans                                                                                                                                                                              | Hard copy            |                              |
| The latest performance data and exam results                                                                                                                                              | Website/hard copy    |                              |
| The safeguarding and child protection policies and procedures                                                                                                                             | Website              |                              |
| <b>Class 4: How we make decisions</b>                                                                                                                                                     |                      |                              |
| Our decision-making processes and records of the decision we have made – including the current year and the previous three years                                                          | Hard copy or website | £<br>P30 schedule of charges |

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| Admissions policy                                                                                                                                      | Website              | Free                         |
| Information pertaining to admissions decisions<br><i>Not individual admission decisions.</i>                                                           | Hard copy            |                              |
| The governing board and its committees' agendas and meeting minutes <i>This excludes information that is regarded as confidential to the meetings.</i> | Hard copy            |                              |
| <b>Class 5: Our policies and procedures</b>                                                                                                            |                      |                              |
| Our current written protocols, policies and procedures for delivering our services and responsibilities                                                | Hard copy or website | £<br>P30 schedule of charges |
| Accessibility plan                                                                                                                                     | Website              | Free                         |
| Admissions arrangements                                                                                                                                | Trust/school Website | Free                         |
| Behaviour policy                                                                                                                                       | Website              | Free                         |
| Behaviour principles written statement                                                                                                                 | Website              | Free                         |
| Central record of recruitment and vetting checks                                                                                                       | In person            | Free                         |
| Charging and remissions policy                                                                                                                         | Website              | Free                         |
| Charging regimes and policies<br>Charging and Remissions Policy – a cost per hour will be charged for staff time in order to complete FOI requests.    | Website              | free                         |
| Child protection policy and procedures                                                                                                                 | Website              | Free                         |
| Complaints procedure statement                                                                                                                         | Website              | Free                         |
| Data protection policy                                                                                                                                 | Trust/school Website | Free                         |
| Equality information and objectives statement for publication                                                                                          | Website              | Free                         |
| Freedom of information procedures                                                                                                                      | Website              | Free                         |
| Governors' allowances (schemes for paying)                                                                                                             | Hard copy            |                              |
| Governing board and committee meeting minutes, and papers considered at meetings                                                                       | Hard copy            |                              |
| Health and safety policy                                                                                                                               | Trust/school Website | Free                         |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------|
| Pay Policy                                                                                                                                                                                                                                                                                                           | Hard copy                                                                   |                                             |
| Premises management documents                                                                                                                                                                                                                                                                                        | Hard copy                                                                   |                                             |
| Primary schools only - Early years foundation stage (EYFS) policy and procedures                                                                                                                                                                                                                                     | Website                                                                     | Free                                        |
| Provider access policy statement - Manshead CE Academy only                                                                                                                                                                                                                                                          | Website                                                                     | Free                                        |
| Records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention, destruction and archive policies</li> </ul> Information sharing policies | Website                                                                     | Free                                        |
| Register of business interests of headteachers and governors                                                                                                                                                                                                                                                         | Website                                                                     | Free                                        |
| Register of pupils' admission to school                                                                                                                                                                                                                                                                              | Hard copy                                                                   |                                             |
| Register of pupils' attendance                                                                                                                                                                                                                                                                                       | Hard copy                                                                   |                                             |
| Sex education policy                                                                                                                                                                                                                                                                                                 | Website                                                                     | Free                                        |
| Special educational needs (SEN) – SEN information report                                                                                                                                                                                                                                                             | Website                                                                     | Free                                        |
| Staff discipline, conduct and grievance (procedures for addressing)                                                                                                                                                                                                                                                  | Hard copy                                                                   |                                             |
| Statement of procedures for dealing with allegations of abuse against staff                                                                                                                                                                                                                                          | Website                                                                     | Free                                        |
| Supporting pupils with medical conditions policy                                                                                                                                                                                                                                                                     | Website                                                                     | Free                                        |
| <b>Class 6: Lists and registers</b>                                                                                                                                                                                                                                                                                  |                                                                             |                                             |
| Our currently maintained lists and registers – this does not include our attendance registers                                                                                                                                                                                                                        | Hard copy or website (Some information may only be available by inspection) | £<br><small>P30 schedule of charges</small> |
| Curriculum circulars and statutory instruments                                                                                                                                                                                                                                                                       | Hard copy                                                                   |                                             |
| CCTV                                                                                                                                                                                                                                                                                                                 | Hard copy                                                                   |                                             |

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| Disclosure logs                                                                                                                                         | Hard copy                                                                   |                              |
| Asset register                                                                                                                                          | Hard copy                                                                   |                              |
| Any information the school is currently legally required to hold in publicly available registers                                                        | Hard copy                                                                   |                              |
| <b>Class 7: The services we offer</b>                                                                                                                   |                                                                             |                              |
| Information about the services we offer including, leaflets, guidance and newsletters produced for the public and businesses – current information only | Hard copy or website (Some information may only be available by inspection) | £<br>P30 schedule of charges |
| Extra-curricular activities                                                                                                                             | Hard copy                                                                   |                              |
| Out of school clubs                                                                                                                                     | Hard copy                                                                   |                              |
| Services for which the school is entitled to recover a fee (and details of the fees)                                                                    | Hard copy                                                                   |                              |
| School publications, leaflets, books and newsletters                                                                                                    | Hard copy/some may be available on the website                              |                              |

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## Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

| Type of charge    | Description                                                      | Basis of charge                                                                                                      |
|-------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Disbursement cost | Photocopying/printing charged at 10p per sheet (black and white) | The actual cost incurred by the school                                                                               |
|                   | Photocopying/printing charged at 25p per sheet (colour)          | The actual cost incurred by the school                                                                               |
|                   | Postage                                                          | Actual costs of Royal Mail standard 2 <sup>nd</sup> class                                                            |
| Statutory fee     | Staff time £15 per hour                                          | Charging and Remissions Policy – a cost per hour may be charged for staff time in order to complete FOI/DP requests. |
| Other             |                                                                  |                                                                                                                      |