

# Pickwick Academy Trust



## Freedom of Information Publication Scheme

The Freedom of Information Act 2000 requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. This covers both maintained schools and Academies.

This scheme, is in line with the requirements of the ICO, and sets out our commitment to make certain classes of information routinely available. The information covered is included in the classes of information mentioned below, where this information is held by the trust or its schools.

In order to demonstrate compliance with the Freedom of Information Act, Pickwick Academy Trust commit to following requirements:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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 authority that has been requested, and any updated versions it holds, unless the authority 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 public authority 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.

### **Classes of Information**

#### **Who we are and what we do.**

Organisational 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 our functions and responsibilities.

**Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**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 authority 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 authority, 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, a public authority 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 an authority 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 authority 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Pickwick Academy Trust Charges – for hard copies:

Photocopying	Actual cost per sheet
Postage and Packing	Actual cost of Royal Mail standard 2 <sup>nd</sup> class post
Additional costs incurred in adhering to the format of the request	Actual cost of compliance
Fees permitted by other legislation	As per legislation guidance

### Written Requests

Information held by a public authority 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.

### Information Available under the Act

Information Available	Where can it be found or how can it be obtained
<p><b>Class 1 - Who we are and what we do</b>  Organisational information, structures, locations and contacts.  Please note: Information in this class will be current information only</p> <p>Articles of Association</p> <p>Details of the Members and Trustees of the Academy Trust  Information about the duties of Members, Trustees and Local Governance Committee members.  Details of Local Governance Committee members  Organisational Structure</p> <p>Names of Key Personnel at Trust Level  Names of Key Personnel at School Level</p> <p>Contact Details – postal address, phone number and email for Trust</p>	<p>Academy Trust website - <a href="#">Home - Pickwick Academy Trust</a></p> <p>Academy Trust website  Academy Trust website</p> <p>Individual School websites  Academy Trust website</p> <p>Academy Trust website  Individual School websites</p> <p>Academy Trust website</p>

<p>Contact Details – postal address, phone number and email for individual Schools</p> <p>School Prospectus and Curriculum</p> <p>School Term dates and session time</p> <p>Gender Pay Gap Report</p>	<p>Individual School websites</p> <p>Individual School websites</p> <p>Individual School websites</p> <p>Academy Trust website</p>
<p><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>Please note:</b> Information in this class will be the current and previous two financial years.</p> <p>Financial Audit Reports - Statutory Accounts - filed with Companies House</p> <p>Annual budget plan and financial statements</p> <p>Expenditure – items over £5,000, including costs, supplier and transaction information.</p> <p>Capital Funding – major capital expenditure plans</p> <p>Procurement and Contracts – details of procedures followed for acquisition of goods and services and details of contracts that have gone through a formal tendering process</p> <p>Staff Allowances and Expenses</p> <p>Staff pay and grading structure</p> <p>Governor’s allowances</p> <p>Pupil Premium funding and associated expenditure</p> <p>TU Facility Time Reporting</p>	<p>Academy Trust website</p> <p>Available on request from Trust office</p> <p>Available on request from Trust office</p> <p>Available on request from Trust office</p> <p>Available on request from Trust office</p> <p>Available on request from Trust office</p> <p>Academy Trust website for Executive pay over £100,000</p> <p>Remainder available on request from Trust office</p> <p>Available on request form Trust office</p> <p>Individual school website</p> <p>Statutory Accounts – Academy Trust website</p>

<p><b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans. Performance indicators, audits, inspections and reviews. Please note: Information in this class will be current only.</p> <p>Academy Trust Policies and Procedures Individual School Policies and Procedures Latest School Ofsted Report</p> <p>Latest SIAMS Report School Performance Information</p> <p>Future plans</p> <p>Other Assessments (Data, Equality, Health and Safety), where relevant</p>	<p>Academy Trust website Individual School website Individual School website Ofsted website - <a href="#">Find an Ofsted inspection report</a> Individual School Website DFE Performance tables website - <a href="#">Get Information about Schools - GOV.UK</a> Part of Statutory Accounts document – Academy Trust website</p> <p>Available on request from Trust office</p>
<p><b>Class 4 – How we make decisions</b> Decision-making process and records of decisions. Please note: Information in this class will be the current and previous three years.</p> <p>Admission policy and decisions Minutes of the Trust Board and its committees (information considered private will be removed) Minutes of Local Governance Committees (information considered private will be removed)</p>	<p>Academy Trust and individual school websites Available on request from Trust office</p> <p>Available on request from individual school office</p>
<p><b>Class 5 – Our Policies and Procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities.</p>	





<p>Sex and Relationship Education Teaching and Learning Current vacancies</p>	
<p><b>Class 6</b> <b>Lists and Registers</b> Please note: information in this class will be current only.</p> <p>Curriculum Circulars</p> <p>Details of locations of CCTV cameras by individual school</p> <p>Capital Asset Register</p> <p>Any other information that the Academy Trust are currently legally required to hold in publicly available registers</p>	<p>Available on request from Trust office</p> <p>Available on request from Trust office</p> <p>Available on request from Trust office</p> <p>Available on request from Trust office</p>
<p><b>Class 7 – The Services that we Offer</b> Information about the services the school provides including leaflets, guidance and newsletters.</p> <p>Extra-curricular activities</p> <p>Out of school clubs</p> <p>School publications</p> <p>Services for which the trust or school is entitled to recover a fee, together with those fees</p> <p>Leaflets, booklets and newsletters</p>	<p>Individual School websites</p> <p>Individual School websites</p> <p>Individual School websites</p> <p>Available on request from Trust office</p> <p>Individual School websites</p>

## **Requests for Information**

**Requests for information should be addressed to the following addresses:**

**For information relating to the Trust:**

[admin@pickwickacademytrust.co.uk](mailto:admin@pickwickacademytrust.co.uk) or in writing to:

Pickwick Academy Trust  
Corsham Primary School  
Pound Pill  
Corsham  
Wiltshire  
SN13 9YW

**For information relating to a specific school:**

The admin email address or postal address shown on their school website.

In order for us to respond to your request at the earliest opportunity please complete the following form with your request:

# Pickwick Academy Trust



Please fill in the form below to make your request. Feel free to delete the parts highlighted in yellow, which provide more instructions to help you.

Please send the completed form to [admin@pickwickacademytrust.co.uk](mailto:admin@pickwickacademytrust.co.uk) or the admin email address of the relevant school.

Name of requester	Please specify your real name or the name of the person or organisation you're requesting the information on behalf of.
Contact details	This can be any postal or email address you can receive correspondence to, including personal and work addresses.
Information you want to access	Please be as specific as possible. We may return to you for further clarification if we're not clear what you're looking for.
How you want to receive the information	The means of communication here can be 1 or more of the following: <ul style="list-style-type: none"><li>• A copy of the information (e.g., hard copy, electronic document)</li><li>• An opportunity to come in and inspect the information</li><li>• A digest or summary of the information</li></ul>