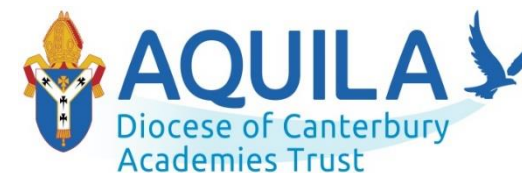


'They will soar on wings like eagles ...'

Isaiah 40:31

collaborate | enrich | trust | innovate | aspire | nurture



Multi Academy Trust Policy
Freedom of Information Publication Scheme

Common Trust Policy, Use as Published

Date adopted by Trust Board: 07/2022

Date of last review: 06/2026

Date of next Review: 06/2028

Version	Date	Author	Change Description
1.1	05.06.2026	TH	Reviewed and updated the Freedom of Information Publication Scheme. Updated review dates, amended outdated website references, replaced Edubase references with Get Information About Schools (GIAS), updated FOI contact arrangements, strengthened accessibility and charging provisions, added references to UK GDPR and Data Protection Act 2018, expanded publication schedule to include current governance, transparency and compliance documents, and corrected minor formatting and typographical errors.

1. Introduction

This publication scheme commits Aquila, The Diocese of Canterbury Academies Trust (hereafter referred to as the Trust) and its Academies to make information available to the public as part of its normal business activities. The scheme has been adopted without modification from the Information Commissioner's Office (ICO) in light of our status as a public authority

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 ICO.

The scheme commits the Trust and each academy:

- 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 that is held by the Trust and its academies, and that 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 that 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 Model publication scheme Model publication scheme Version 1.2 20151023 2 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.

The Trust is committed to complying with the Freedom of Information Act 2000, the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Whilst the Freedom of Information Act promotes openness and transparency, the Trust will ensure that personal data is processed and disclosed in accordance with data protection legislation. Information relating to identifiable individuals will only be disclosed where there is a lawful basis to do so.

The Trust and its Academies publish Privacy Notices explaining how personal information is collected, used, retained and shared. These notices are available on the Trust and Academy websites.

2. 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 Trust.

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 deemed protected from disclosure.
- Information in draft form that has not yet received formal approval of the Trust board.
- Information that is no longer readily available as its files have been in archive storage, or is difficult to access for similar reasons.

3. 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 the Trust or each academy, information will be provided on our 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, we will show 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 it is necessary, contact details will be provided. The Trust and its Academies will arrange any appointments to view the information within a reasonable timescale.

We will provide information in the language in which it is held or in such other languages as required by law. Where the Trust is legally required to translate information, it will do so. The Trust will make reasonable adjustments to ensure information is accessible in accordance with the Equality Act 2010 and applicable accessibility requirements. Information can be provided in alternative formats upon request, including large print, accessible electronic formats and other reasonable adjustments.

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4. 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 or its academies for routinely published material will be justified and transparent and kept to a minimum.

Material that is published and accessed on the website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Reasonable charges are 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 we need to charge, confirmation of the amount due will be given beforehand. Payment will be requested prior to provision of the information.

5. Written Requests

We will accept written requests for information held by the Trust that do not appear under this scheme or are not held locally by our Academies. The provision of this information will be considered in accordance with the provisions of the Freedom of Information Act.

Requests are to be sent in writing to:

Data Protection Officer / Freedom of Information Officer
Aquila, The Diocese of Canterbury Academies Trust
Suites 19 & 20 Motis Business Centre
Cheriton High Street, Folkestone, Kent CT19 4QJ

Requests may also be submitted electronically via email to: DPO@aquilatrust.co.uk

6. The method by which information published under this scheme will be made available.

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, governance structures, locations, contacts and accountability information) This will be current information only, hard copy and website		
Academy Funding Agreement – a link to the document on the Department for Education’s website	Academy and free school funding agreements	N/A
Academy Order (if applicable)	Trust Website www.aquilatrust.co.uk	N/A
Academy/School staff and structure – names of key personnel	Trust Websites for Trust Central employees Academy Website will offer basic details on staff. Full staffing structure available as hardcopy on request	N/A
Local Governing Body – names and contact details of the governors and the basis of their appointment	Academy Website and also available via Get Information About Schools (GIAS) GIAS	N/A
Academy/School session times, term dates and holidays	Academy Website	N/A
Location and contact information for Academy and the Trust – address, telephone number and website	Academy and Trust Websites www.aquilatrust.co.uk	N/A
Contact details for the Headteacher and the Local Governing Body	Academy Website	N/A
Prospectus	Academy Website	N/A
Session times and term dates	Academy Website	N/A
Examination results (where applicable) – a link to the data on the Department for Education’s website	Academy Website (where applicable)	N/A

Trust Governance Structure – organisational structure showing Members, Trustees, Committees, Executive Leaders and Local Governing Bodies	Trust Website	N/A
Members and Trustees – names, appointment dates, terms of office, attendance records and business interests	Trust Website	N/A
Annual Report and Financial Statements – audited accounts filed with Companies House and the Charity Commission	Trust Website	N/A
Executive Pay Information – information published in accordance with the Academy Trust Handbook and statutory reporting requirements	Trust Website	N/A
Funding Agreement – Master Funding Agreement and Supplemental Funding Agreements (where applicable)	Trust Website or Department for Education website	N/A
Gender Pay Gap Report (where applicable) – annual gender pay gap reporting information	Trust Website	N/A
Scheme of Delegation – governance and decision-making responsibilities within the Trust	Trust Website	N/A
Trust Board and Committee Information – committee structure, terms of reference and meeting arrangements	Trust Website	N/A

Information to be published	How the information can be obtained	Charge
What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit This should be a minimum of current and the previous two financial years (Accounts that have been filed with the Charity Commission and Companies House).		

Annual budget plan and financial statements	Hardcopy via Academy Office	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.
Capital funding – details of capital funding allocated to the Academy/School along with information on related building projects and other capital projects	Hardcopy via Academy Office.	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.
Additional funding – Income generation schemes and other sources of funding.	Hardcopy via Academy Office if applicable.	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.

Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hardcopy via Academy Office.	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.
Staffing and grading structure	Hardcopy available for inspection	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.
Pay policy – a statement of the Academies policy on procedures regarding teachers’ pay.	Trust Website	N/A
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Policy available on request from Academy Office. Full details of claims made by Governors available for inspection in Academy Office.	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.

Information to be published	How the information can be obtained	Charge
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published (hard copy and/or website)		
- School profile - Government supplied performance data - OFSTED report – summary and full report	- Link to published performance data available on Academy website - Link to Ofsted report via Academy website	N/A
Performance management information	Information available for inspection on site and will consider the confidential nature of the information for individuals.	N/A
Academy future plans – any major proposals on safeguarding and promoting the welfare of children.	Hardcopy for inspection via Main Office.	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.

Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Available of Academy Website or as Hardcopy via Main Office.	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.
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Information to be published	How the information can be obtained	Charge
How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy – arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Available on each Academy Website	N/A
Local Governing Body meeting agendas, papers and Minutes – information that is properly considered to be private should be excluded.	Central folder held within Academy/School. May also be available on Academy/School website at Local Bodies Discretion	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.

Information to be published	How the information can be obtained	Charge
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Academy policies including: • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies	• Academy Website • Academy Office on request • Academy Website • Trust Website • Trust Website • Trust Website • Academy Office on request • Academy Office on request • Trust Website	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.
Pupil and curriculum policies, including: • Home-school agreement • Curriculum • Relationships and Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline	• Academy Website if applicable • Academy Office on request • Academy Website • Academy Website • Academy Website • Academy Office on request • Academy Office on request • Academy Office on request • Academy Website	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.

Records management and personal data policies • Information security • Records retention The Trust's data protection framework is designed to ensure compliance with the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 and other applicable information governance legislation.	• Academy Office on request • Academy Office on request	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.
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Information to be published	How the information can be obtained	Charge
• Data Protection Policy • Privacy Notices (Staff, Pupils, Parents, Governors, Volunteers and Workforce) • Information Security Policy • Records Retention Schedule • CCTV Policy • Subject Access Request Procedures • Data Breach Procedures	• Trust Website or Academy Office on request	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.
• Equality and diversity • (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) • Policies and procedures for the recruitment of staff - details of vacancies should be included	• Trust Website • Trust Website	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.

Charging regimes and policies This should include details of any statutory Charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Academy Office on request	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.
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Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only (hard copy and/or website; some information may only be available for inspection)		
Curriculum circulars and statutory instruments	Available for inspection on site	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.
Disclosure logs	Available for inspection on site	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.

Asset register	Available for inspection on site	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.
Any information the Academy is currently legally required to hold in publicly available registers	Available for inspection on site	Information available on the Trust or Academy websites will normally be provided free of charge. Charges will only be made where permitted under the Freedom of Information Act 2000 and associated Fees Regulations.

Information to be published	How the information can be obtained	Charge
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only (hard copy and/or website; some information may only be available for inspection)		
Extra-curricular activities	Academy Website	N/A
Out of school clubs	Academy Website	N/A
Academy publications	Academy Website	N/A
Services for which the Academy is entitled to recover a fee, together with those fees	Academy Website	N/A
Leaflets, booklets and newsletters	Hardcopies on request and Academy Website where possible	N/A