

What is a publication scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our trust to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

Freedom of Information Publication Scheme Date of Last Review: January 2024

Class 1 – Who we are and what we do For example: Organisational information, staffing structures, locations and contacts. This will be current information only.		
Information to be published	How to get a copy	Cost
Articles of Association and Funding Agreements	Hope Learning Community.org/Key information Companies House	Free
School prospectus and profiles	School website	Free
School curriculum	School website	Free
Trust Board Overview	Hope Learning Community.org/Who's who	Free
Information About & Duties of the Trustees and School Advisory committee members	Hope Learning Community.org/Governance arrangements	Free
Gender Pay Gap Reporting	Hope Learning Community.org/Key Information	Free
Term dates, holidays and school session times	School website	Free
HLC key personnel	https://www.hopelearningcommunity.org.uk/about-us/meet-our-people	
Location and Contact Information	HLC Website and partnership schools.	Free

Class 2 – What We Spend and How We Spend It

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum

Information to be published	How to get a copy	Cost
Statutory Accounts	hopelearningcommunity.org.uk/key-information	Schedule of charg... ▾
Financial Statements	Hard copy on request	Schedule of char... ▾
Capital Funding and information on Capital projects	Hard copy on request	Schedule of char... ▾
Procurement & Contracts	Hard copy on request	Schedule of charges
Staff Allowances & Expenses	Pay policy - HLC website	Free ▾
Premiums or Other Forms of Financial Support Available	Individual school website	Free
Governance volunteers' allowances	Hard copy on request	

Class 3 – What Our Priorities Are & How We Are Doing		cost
Strategies and plans, performance indicators, audits, inspections and reviews - current information		
Information to be published	Location	
Latest Ofsted Report	School website	Free
Performance Management Information	Trust website	Free
School/Trust Development plan	Trust website/ school website	Free
Exam & Assessment Results	https://www.gov.uk/academy-performance-tables	

Class 4 – How We Make Decisions		
Decision Making Processes and Records of Decisions		
Information to be published	Location	cost
Admissions Policy & Decisions (not individual admissions decisions)	School website	Free
Minutes of Meetings of the Governing Body and its Committees (This will exclude information that is properly regarded as private to the meetings)	Hope Learning Community.org/Governance arrangements	Free

Class 5 – Our Policies & Procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Information to be published	Location	Cost
<p>Policies including</p> <ul style="list-style-type: none"> • Special Educational Needs and Disability • Behaviour • Anti-bullying • Child Protection • Health and Safety • Complaints • Relationship and Sex Education • Attendance • Charging and Remissions 	<p>Trust website/Individual school website</p> <p>For other policies not listed on the website, contact the trust/school for a hard copy.</p>	<p>Free</p> <p>Schedule of charges</p>
<p>Data Protection Policies</p> <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) <p>CCTV</p>	<p>Trust website</p>	<p>Free</p>
<p>Careers Programme Information</p>	<p>Individual school website</p>	<p>Free</p>
<p>Complaints Procedures, including for dealing with parental complaints</p>	<p>Trust website</p>	<p>Free</p>

Class 6 – Lists & Registers

Information to be published	Location	Cost
Information to be in currently maintained lists and registers only		
CCTV	Hard copy - contact individual school	Schedule of charges
Asset Register	Hard copy - contact the trust	Schedule of charges

Class 7 – The Services We Offer

Information about the services the academy provides, including leaflets, guidance and newsletters.

Information to be published	Location	Cost
Extra-curricular Activities	See individual school websites	Free
Leaflets, booklets and newsletters	See individual school websites	Free

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
"Disbursement" cost	Photocopying/printing @ 1.35p per sheet (black & white)	Actual cost @ 1.35p per sheet (black & white)
Photocopying/printing @ 5.30p per sheet (colour)		Actual cost @ 5.30p per sheet (colour)
Postage		Actual cost of Royal Mail standard 2 nd class *

* The actual cost incurred by the school