



Freedom of Information Publication Scheme and explanatory note

Review date July 2024
Next review due July 2025

Preston Primary Academy Trust
Freedom of Information Publication Scheme

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What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a Publication Scheme. This is a register of the types of information it will make available to the public as part of its normal business activities. Our publication scheme must follow the template approved by the Information Commissioner's Office which may not be edited in anyway.

The scheme may be found by following [this link](#)

The scheme commits our Trust and our schools to:

- Proactively or routinely publish information which is held by us falling within the “Classes” below 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 Trust/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 Trust/School is the only owner

Classes of information

There are 7 classes of information we hold:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

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.

Making information available

We will aim to provide as much information as possible on our Trust and Schools’ websites. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we 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. We will arrange an appointment to view the information 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 we are legally required to translate any information, we will do so.

Our 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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust or its Schools for routinely published material will be justified and transparent and kept to a minimum.

The purpose of this scheme is to make the maximum amount of information readily available. 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 law.

Charges may be made to cover our costs 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 FOI Section 11B, or with other statutory powers of the school.

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. See Section 3 for our Schedule of Charges.

Written requests and contact

Information held by the Trust and its Schools 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.

If you have a request for information, please contact the Trust/School via their email address or our Data Protection Officer dposchools@somerset.gov.uk

Trust and School contact details

School Name	School Office Telephone Number	School Office email address	School Website
Preston Primary Academy Trust	01935 676350	ppat@ppat365.org	https://www.prestonprimaryacademytrust.co.uk/
Ash Primary School	01935 822674	office@ash.ppat365.org	https://www.ashprimaryschool.co.uk/
Countess Gytha Primary School	01935 850345	office@countessgytha.ppat365.org	https://www.countessgythaprimary.co.uk/
Hambridge Primary School	01460 281370	office@hambridge.ppat365.org	https://www.hambridge.somerset.sch.uk/
Huish Episcopi Primary School	01458 250673	office@HEPS.ppat365.org	https://huishepiscopiprimary.co.uk/
Kingfisher Primary School	01935 472730	office@kingfisher.ppat365.org	https://www.kingfisherschool.com/
Manor Court Primary School	01460 62350	office@manorcourt.ppat365.org	https://www.manorcourt.somerset.sch.uk/
Middlezoy Primary School	01823 698465	office@othmid.ppat365.org	https://www.middlezoyandotheryschools.co.uk/
North Cadbury Primary School	01963 440420	office@northcadbury.ppat365.org	https://www.northcadburyprimaryschool.org.uk/
Othey Village School	01823 698464	office@othmid.ppat365.org	https://www.middlezoyandotheryschools.co.uk/
Pen Mill Infants and Nursery Academy	01935 474224	office@penmill.ppat365.org	https://www.penmillinfants.co.uk/
Preston Primary School	01935 474538	office@preston.ppat365.org	https://www.prestoncofeprimary.co.uk/

Who we are and what we do

We will make available current information only

Information to be published	How the information can be obtained	Cost
Who's who on the governing board, the board of directors, and the basis of their appointment	See trust website	Information freely available on trust website
Who's who on the local governing body, and the basis of their appointment	See individual school website	Information freely available on website
Articles of Association	See trust website	Price on application (POA)
Contact details for key personnel including CEO and for the governing body, via the Trust	See trust website	Information freely available on website
Contact details for t key personnel including Head teacher and for the local governing body, via the School	See individual school website	Information freely available on website
School prospectus	See individual school website	Information freely available on website
Annual Report	See trust website	Information freely available on website

Staffing structure	See individual school website	Information freely available on website
School session times and term dates	See individual school website	Information freely available on website
Address of Trust and Schools and contact details, including email address.	See individual school website	Information freely available on website
Gender Pay Gap Reporting	See trust website	Information freely available on website

What we spend and how we spend it

We will make available the financial information for the current and previous two financial years

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	contact the trust office or enquire via the trust email address	POA
Capital funding	contact the trust office or enquire via the trust email address	POA
Financial audit reports	contact the trust office or enquire via the trust email address	POA
Details of expenditure items over £5000	contact the trust office or enquire via the trust email address	POA
Procurement and contracts	contact the trust office or enquire via the trust email address	POA
Pay policy	contact the trust office or enquire via the trust email address	POA
Staff allowances and expenses that can be incurred or claimed	contact the trust office or enquire via the trust email address	POA
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £5,000; for more junior posts, by salary range.	contact the trust office or enquire via the trust email address	POA
Directors allowances that can be incurred or claimed and a record of total payments made to individual directors..	contact the trust office or enquire via the trust email address	POA
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	contact the school office or enquire via the school email address	POA
Premiums or other forms of financial support available	contact the school office or enquire via the school email address	POA
Trade Union Facility Time Reporting	See trust website	Information freely available on trust website

What our priorities are and how we are doing

We will make available current information only

Information to be published	How the information can be obtained	Cost
Performance data supplied by the government, or a direct link to the data	See individual school website	Information freely available on website
Schools' latest Ofsted reports	See individual school website	Information freely available on website
Performance management policy and procedures adopted by the board of directors	contact the trust office or enquire via the trust email address	POA
The Trust's future plans, including plans for individual schools; for example, proposals for and any consultation on the future of the Trust such as a change in status	contact the trust office or enquire via the trust email address	POA

How we make decisions

We will make available information for the current year and the previous three years.

Information to be published	How the information can be obtained	Cost
Admissions policy and decisions (not individual admission decisions) – where applicable	See individual school website	See individual school websites
Agendas and minutes of meetings of the board of directors and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	contact the trust office or enquire via the trust email address	POA

Our policies and procedures

We will make available current information only

Information to be published	How the information can be obtained	Cost
Policies and other documents	See individual school website or Trust website for policies and documents we are statutorily required to publish. For all other policies contact the trust office or enquire via the trust email address	Some Information freely available on website; other information POA
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Data Protection Policy - see individual school or trust website. For all other policies contact the trust office or enquire via the trust email address	Some Information freely available on website; other information POA
Equality and diversity policies	See individual school website	Information freely available on website
Safeguarding and Child Protection policy and procedures	See individual school website	Information freely available on website
Pay Policy	See trust website	Information freely available on trust website
Health and Safety	See trust website for overarching policy See schools' websites for local arrangements	Information freely

		available on website
Complaints procedures	For procedures to deal with parental complaints – see school website For other complaint procedures contact the trust office or enquire via the trust email address	Some Information freely available on website; other information POA
Policies and procedures for the recruitment of staff	contact the trust office or enquire via the trust email address	POA
Charging regimes and policies.	See Trust website	Information freely available on website

Lists and Registers

We will make available current information only (this does not include the attendance register).

Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	contact the trust office or enquire via the trust email address	POA
Disclosure logs	contact the trust office or enquire via the trust email address	POA
Asset register	contact the trust office or enquire via the trust email address	POA
Any information the Trust or its schools are currently legally required to hold in publicly available registers	contact the trust office or enquire via the trust email address	POA

The services we offer

We will make available current information only

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	See individual school website	Information freely available on website
Out of school clubs	See individual school website	Information freely available on website
Services for which the Trust/ or its School is entitled to recover a fee, together with those fees	See individual school website or contact school office	Information freely available on website
Trust or School publications, leaflets, books and newsletters	See individual school website or Trust website	Information freely available on website

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 0.0019p per sheet (black & white)	Actual cost
	Photocopying/printing @ 0.0179p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	If this is relevant to the request for information	In accordance with the relevant legislation (quote the actual statute)