



FRAYS

Academy Trust

**Frays Academy Trust
Freedom of Information
Publication Scheme**

**Date Ratified: February 2020
Review Date: February 2024**

Version History

Version	Date	Status and Purpose	Document Author	Changes Overview
1	February 2020	New Policy	Business Support Co-ordinator	Updated to reflect legal requirements under the Freedom of Information Act.

Approval

Signed by Chair of Board of Directors	
Date of Approval/Adoption	February 2020
Date of Review	February 2024

Notes on Document

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Once issued, as a minimum this document shall be reviewed every two years or as necessary by the Trust.

To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.

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1. Introduction

This publication scheme commits the Frays Academy Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust.

The scheme commits the Trust:

- 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 which is held by the Trust 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 Trust 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.

2. Classes of information

Information is available on our websites as follows:

Frays Academy Trust: www.fraysacademytrust.org

Our schools:

- Cowley St Laurence CE Primary School: www.cowley.hillingdon.sch.uk
- St Matthew's CE Primary School: www.st-matthews.hillingdon.sch.uk
- St Martin's CE Primary School: www.stmartinsprimary.com
- Laurel Lane Primary School: www.laurel-lanepimary.hillingdon.sch.uk
- Beechwood Primary School: www.beechwoodprimaryschool.com

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school/trust	Individual school websites.	Free
Who's who on the governing body/board of directors and the basis of their appointment	Board of Directors: https://www.fraysacademytrust.org/about-us/board-members/ Local Governors: https://www.fraysacademytrust.org/governance/local-governance/	Free
Articles of Association	https://www.fraysacademytrust.org/governance/articles-scheme-of-delegation/	Free
Contact details for the Headteacher and for the governing body, via the school	Individual school websites.	Free
School prospectus	Individual school websites.	Free

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Annual Report	N/A	N/A
Staffing structure	Individual school websites.	Free
School session times and term dates	Term dates – Individual school websites. School session times – Attendance Policy – Individual school websites.	Free
Address of school and contact details, including email address.	https://www.fraysacademytrust.org/contact/	Free

Information to be published	How the information can be obtained	Cost
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.		
Annual budget plan and financial statements	Annual accounts – available at: https://www.fraysacademytrust.org/documents/	Free
Capital funding	Annual accounts – available at: https://www.fraysacademytrust.org/documents/	Free
Financial audit reports	Annual accounts – available at: https://www.fraysacademytrust.org/documents/	Free
Procurement and contracts	Available on request. Contact: office@fraysacdemytrust.org	Email – free of charge Hard copy – see schedule of charges below
Pay policy	Available on request. Contact: office@fraysacdemytrust.org	Email – free of charge Hard copy – see schedule of charges below
Staff allowances and expenses	Annual accounts – available at: https://www.fraysacademytrust.org/documents/	Free
Staffing, pay and grading structure	Available on request. Contact: office@fraysacdemytrust.org	Email – free of charge Hard copy – see schedule of charges below
Governors' allowances	Annual accounts – available at: https://www.fraysacademytrust.org/documents/	Free

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews.		
School profile (if any) and in all cases: <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data The latest Ofsted Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	School performance data for each of our schools is available at: https://www.compare-school-performance.service.gov.uk/find-a-school-in-england Latest Ofsted reports are available on individual school websites and at: https://reports.ofsted.gov.uk/ If applicable, post-Ofsted action plans are available on individual school websites.	Free
Performance management policy and procedures adopted by the trust.	Available on request. Contact: office@frayaacademytrust.org	Email – free of charge. Hard copy – see schedule of charges below.
Performance data or a direct link to it	School performance data for each of our schools is available at: https://www.compare-school-performance.service.gov.uk/find-a-school-in-england	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Trust website: https://www.fraysacademytrust.org/documents/	Free
Safeguarding and child protection	Trust policy: https://www.fraysacademytrust.org/documents/ Individual school policy – individual school website.	Free

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions		
Decision making processes and records of decisions		
Admissions policy/decisions (not individual admission decisions)	Trust website: https://www.fraysacademytrust.org/admissions/	Free
Agendas and minutes of meetings of the governing body/trust Board and its committees	By email or hard copy on request.	Email – free. Hard copy – see schedule of charges below.

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities		
Records management and personal data policies	Trust website under policies section: https://www.fraysacademytrust.org/documents/	Free
Charging regimes and policies	Trust website under policies section: https://www.fraysacademytrust.org/documents/	Free

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Inspection only, on request.	Free
Disclosure logs	Inspection only, on request.	Free
Asset register	Inspection only, on request.	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only, on request.	Free

Information to be published	How the information can be obtained	Cost
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Extra-curricular activities	School websites.	Free
Out of school clubs	School websites.	Free
Services for which the school is entitled to recover a fee, together with those fees	School websites. Trust Charging policy – Trust website under policies section: https://www.fraysacademytrust.org/documents/	Free
School publications, leaflets, books and newsletters	School websites.	Free

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 our capability, information will be provided on our websites. 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 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.

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 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.

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.

5. Schedule of Charges

This schedule of charges applies only to information requested under this policy. Information published on our websites is free. If your request means we have to do photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling the request.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

6. Written requests

Information held 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.