



CORINIUM
EDUCATION
TRUST

Freedom of Information Publication Scheme

Table of Contents

1.	Introduction	2
2.	What a publication scheme is and why it has been developed	2
3.	Aims and objectives	3
4.	Categories of information published	3
5.	Classes of information.....	4
6.	How to request information	6
7.	Process for dealing with requests for information	7
8.	Paying for information	7
9.	Schedule of charges	8
10.	Feedback and Complaints	8

Freedom of Information Publication Scheme

1. Introduction

- 1.1. The Corinium Education Trust (CET) is committed to the implementation of the Freedom of Information Act 2000 (FOIA) and to the principles of accountability and the general rights of access to information, subject to the legal exemptions.
- 1.2. The FOIA provides, broadly, that any person has a legal right to ask for information held about them. They are entitled to be told whether The Corinium Education Trust or our schools hold the information, and to receive a copy, subject to certain exemptions.
- 1.3. This document outlines our scheme in relation to the implementation of the FOIA and the framework and procedure for managing requests.
- 1.4. The Board of Trustees is responsible for maintenance of this Freedom of Information Publication Scheme(FIPS).
- 1.5. Our Freedom of Information Publication Scheme sits alongside and should be read in conjunction with The Corinium Education Trust's related policies, including our;
 - Data Protection Policy;
 - Freedom of Information Policy;
 - Privacy Notices;
 - Records Management Policy.

2. What a publication scheme is and why it has been developed

- 2.1 One of the aims of the Freedom of Information Act 2000 is that public authorities, including multi-academy trusts and all schools, should be clear and proactive about the information they will make public. To do this we must produce a publication scheme, setting out:
 - The classes of information which we publish or intend to publish;
 - The manner in which the information will be published; and
 - Whether the information is available free of charge or on payment.
- 2.2 The scheme covers all information that the CET routinely makes available to the public including that which is already published and information which is to be published in the future. All information in our publication scheme is available in paper form on request. Some information which we hold may not be made public, for example personal information.
- 2.3 Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.
- 2.4 The Act is fully retrospective; any past records which the Trust holds are included.
- 2.5 The CET adheres to the Retention Schedule set out in the Information Records Management Society Toolkit for Schools, details of which are found in our Record Management Policy. It is an offence to wilfully conceal, damage or destroy information in order to avoid responding to an enquiry.
- 2.6 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

3. Aims and objectives

- 3.1 The principal object and activity of The Corinium Education Trust is 'to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing Academies which shall offer a broad and balanced curriculum' Articles of Association (<https://primarysite-prod-sorted.s3.amazonaws.com/corinium-education-trust/UploadedDocument/6645eef2-53ce-4836-aa34-12149ce26aa0/cet-articles-of-association-july-2022.pdf>)
- 3.2 The CET is an ambitious and inclusive family of schools learning together for the benefit of all.
- 3.3 We aim to transform lives and strengthen communities:
- We put children and young people first;
 - We inspire a lifelong love of learning and fellowship.
 - We challenge everyone to achieve more than we all first think is possible.
- 3.4 We act with courage and kindness. We are collaborative and innovative. We achieve our goals by being the best we can be every day.

4. Categories of information published

- 4.1 The CET's Publication Scheme contains all information available under the FOIA and guides you to information which we and/or our schools currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in Section 5 of this scheme.
- 4.2 The classes of information that we undertake to make available are organised into seven broad topic areas.
- 4.3 We publish information about:
- 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.
- 4.4 Our general policy is to make as much information publicly available as possible. Therefore, the Publication Scheme and the materials it covers will be available on the Trust's and our schools' websites.
- 4.5 We will not provide information if it is:
- Not held by us;
 - Exempt under one of the FOI or Environmental Information Regulations or prohibited from release under another statute;
 - Archived, out of date or otherwise inaccessible;
 - Impractical or resource-intensive to prepare the material for routine release.

5. Classes of information

5.1 Who we are and what we do (organisational information, structures, locations and contacts)

Information published	Where the information can be found or obtained
Websites: The Corinium Education Trust Chesterton Primary School Cirencester Deer Park School Kemble Primary School Siddington C of E Primary School	https://www.coriniumeducationtrust.net/ https://www.chestertonprimary.net/ https://www.deerparkschool.net/ https://www.kemble.gloucs.sch.uk/ https://www.siddington.gloucs.sch.uk/
Who's who in The Corinium Education Trust	CET website: https://www.coriniumeducationtrust.net/who-are-we/
Trust Members and Trustees	CET website: https://www.coriniumeducationtrust.net/who-are-we/
Members of our School's Local Governing Bodies	Individual school's websites
Governance structure, Articles of Association and Supplemental Funding Agreements	CET website: https://www.coriniumeducationtrust.net/statutory-information/
CET Scheme of Delegation	CET website: https://primarysite-prod-sorted.s3.amazonaws.com/corinium-education-trust/UploadedDocument/707a2f9f-1976-42c1-b0c3-c0c186010fc0/cet-arrangements-for-governance-april-2022.pdf
Senior staff structure	Individual school's websites
Contact details for Headteachers	Individual school's websites
School information (prospectus)	Individual school's websites
School session times and term dates	Individual school's websites
Location and contact details of The Corinium Education Trust	CET website: https://www.coriniumeducationtrust.net/topic/contact
Register of Trustees and Business Pecuniary Interests	CET Website: https://primarysite-prod-sorted.s3.amazonaws.com/corinium-education-trust/UploadedDocument/526ab00f-b1f6-4946-aef5-e6a78c8ea124/register-of-trustees-and-business-pecuniary-interests-december-2022-v2.pdf

5.2 What we spend and how we spend it (current and previous year financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Information published	Where the information can be found or obtained
Trust Annual Report and Audited Accounts	CET website: https://www.coriniumeducationtrust.net/statutory-information/
CET Audit and Risk Committee, Terms of Reference and Minutes	Available on request
Pay Policy	Shared internally and available, externally, on request
Trustee and Governor Allowances	Available on request

5.3 **What our priorities are and how we are doing** (strategies and plans, performance indicators, audits, inspections and reviews)

Information published	Where the information can be found or obtained
Strategic Plan	Available on request
Risk Register	Available on request
School Profiles	DfE Get Information About Schools (GIAS) https://get-information-schools.service.gov.uk/
Pupil Premium	Individual school websites and/or https://www.gov.uk/find-ofsted-inspection-report
Special Education Needs	CET and Individual school websites
Sports' Premium (Primary)	Individual primary school websites
School performance	DfE Get Information About Schools (GIAS) https://get-information-schools.service.gov.uk/
Ofsted Reports	Individual school websites
Trust's future plans e.g. proposals for any imminent or known consultation on the future of the academy such as a change in status	CET website as appropriate.
Safeguarding policies and procedures	CET website and individual school websites: https://www.coriniumeducationtrust.net/policies/

5.4 **How we make decisions** (processes and records for last 3 years)

Information published	Where the information can be found or obtained
CET Scheme of Delegation	Arrangements for Governance: CET website: https://primarysite-prod-sorted.s3.amazonaws.com/corinium-education-trust/UploadedDocument/707a2f9f-1976-42c1-b0c3-c0c186010fc0/cet-arrangements-for-governance-april-2022.pdf
Admissions policy and decisions (not individual decisions)	CET website and individual school websites: https://www.coriniumeducationtrust.net/policies/
Minutes of meetings of the Trust (excluding information properly regarded as private to the meetings)	Available on request
Local governing body meeting minutes	Available on request

5.5 **Our policies and procedures (current written protocols, policies and procedures)**

Information published	Where the information can be found or obtained
Statutory policies for schools and academy trusts: https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts#list-of-policies	CET website: https://www.coriniumeducationtrust.net/policies/ and individual school websites
Additional school policies	Individual school websites
Safeguarding	CET and individual school websites:
HR policies, including appraisal and performance management.	Shared internally and available, externally, on request

5.6 **Lists and registers** (currently maintained lists and registers only)

Information published	Where the information can be found or obtained
Asset register	Available for inspection on request
Any information the school is currently legally required to hold in publicly available registers (This does not include the pupil attendance register)	Available for inspection on request (eg Asbestos)

5.7 **The services we offer** (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Information published	Where the information can be found or obtained
Curriculum, including Relationships, Sex and Health Education	CET website and individual school websites
Extra-curricular activities	Individual school websites
Out of school clubs	Individual school websites
School leaflets	Individual school websites
Newsletters	Individual school websites

6. How to request information

- 6.1 If you require a paper version of any of the documents published on our websites within the scheme, please contact the Trust and/or school by telephone, email, or letter.
- 6.2 To help us process your request quickly, please clearly mark any correspondence 'Publication scheme request'.
- 6.3 In order to be valid under the Act requests for additional information should be made in writing to the Trust Lead (CEO) or relevant school's Headteacher. Requests must include the enquirer's name and correspondence address and describe the information requested.
- 6.4 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.
- 6.5 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.
- 6.6 If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it.
- 6.7 Contact details are set out below:

<p>The Corinium Education Trust enquiries@coriniumeducationtrust.net 01285 653447 www.coriniumeducationtrust.net The Corinium Education Trust, C/O Cirencester Deer Park School, Stroud Road, Cirencester GL7 1XB</p>	
<p>Chesterton Primary School admin@chesterton.gloucs.sch.uk</p>	<p>Cirencester Deer Park School enquiries@deerparkschool.net</p>

01285 654796 https://www.chestertonprimary.net/ Chesterton Primary School, Apsley Road, Cirencester, Gloucestershire, GL7 1SS	Tel: 01285 653447 www.deerparkschool.net . Cirencester Deer Park School, Stroud Road, Cirencester GL7 1XB
Kemble Primary School admin@kemble.gloucs.sch.uk 01285 770303 https://www.kemble.gloucs.sch.uk/ Kemble Primary School, School Road, Kemble, Cirencester, GL76AG	Siddington C of E Primary School admin@siddington.gloucs.sch.uk 01285 652866 https://www.siddington.gloucs.sch.uk/ Siddington C of E Primary School, The Coach Road, Siddington, Cirencester, GL76HL

7. Process for dealing with requests for information

- 7.1 We seek to fulfil our duty to provide advice and support to anyone requesting information by the following process.
- 7.2 On receipt of a request the Trust Lead (CEO) or Headteacher will:
- Decide whether the request is a request under the Data Protection Act, Environmental Information Regulations or Freedom of Information Act;
 - Decide whether the Academy holds the information or whether the request should be transferred to another body if the information is held by them;
 - Provide the information if it has already been made public;
 - Inform the enquirer if the information is not held;
 - Consider whether a third party's interests might be affected by disclosure and, if so, consult them;
 - Consider whether any exemptions apply and whether they are absolute or qualified (see 4.5);
 - Carry out a public interest test to decide if the qualified exemption outweighs the public interest in disclosing the information;
 - Decide whether the estimated cost of complying with the request will exceed the appropriate financial limit. The current cost limit for all public services is £450;
 - If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure;
 - Consider whether the request is vexatious or repeated.
- 7.3 In any case the Trust Lead (CEO) or Headteacher will respond to the enquirer within 20 school days of the request. It is assumed that most requests can be met fully and promptly. In the event that the Headteacher is likely to refuse a request advice will be taken from the CET's Freedom of Information Officer before a response is made.

8. Paying for information

- 8.1 Information published on the Trust's or our schools' websites is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our websites using a local library or an Internet café.
- 8.2 Single copies of information covered by this publication are provided free unless stated otherwise in Section 9.
- 8.3 If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publication, we will let you know the cost before fulfilling your request.

8.4 Payment may be requested prior to provision of the information.

9. Schedule of charges

9.1 The table below shows how the charges have been arrived at and are published as a guide.

Type of charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail postage (2nd class)
Statutory Fees		In accordance with the relevant legislation where applicable
	Making data sets (or partial data sets) that are relevant copyright works available for re-use	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.

10. Feedback and Complaints

10.1 We welcome any comments or suggestions you may have about the scheme.

10.2 If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to either the Trust Lead (CEO) or the Head Teacher at the relevant school.

10.3 If you are not satisfied with the assistance that you get, or if we have not been able to resolve your complaint, and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints relating to this matter.

10.4 The Information Commissioner can be contacted at:

Contact address: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 0303 123 1113

Email: <https://ico.org.uk/global/contact-us/email/>

Website: <https://ico.org.uk/global/contact-us/>

Document History

Creation Date May 2023
Trust Lead Trust Lead (CEO)
Approved by Trustees
First approval date May 2023
Review frequency Annually

Review date	Significant amendments	Made by	Next review
New	New MAT-wide Freedom of Information Publication Scheme, based on existing school publication schemes and examples from other Trusts. Checked against FOIA and what Trusts must publish online: https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online#	CXH	May 2024