

Publication Scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Multi Academy Trust Funding Agreement and Academy Supplementary Funding Agreement	WRAT Website – a link to the document on the Department for Education's website
Academy Order	Hard copy from WRAT Head Office
Academy staff and structure including names of key personnel	WRAT Website Academy Website
Local Accountability Boards – names and contact details of the governors and the basis of their appointment	Academy Website
Location and contact information – address, telephone number and website	Academy Website
Contact details for the Principal and the Governing Board	Academy website
Academy prospectus	Hard copy from the Academy
Academy session times and term dates	Academy website
Key Stage 2 (Primary) or GCSE (secondary) results (link to the data on the DfE website)	Link to DfE Website on Academy Websites
MAT Members and Directors – names and details	WRAT Website

Information to be published	How the information can be obtained
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)	
Financial Statements	WRAT Website
Budget Forecast Form	Hard Copy from WRAT Head Office
Summary of Individual Academy Budget	Hard Copy from WRAT Head Office
Capital funding – Details of capital funding allocated to the Academy, along with information on related building projects and other capital projects	Hard Copy from WRAT Head Office

Additional funding – income generation schemes and other sources of funding	Hard Copy from WRAT Head Office
Procurement and projects – Details of policies and procedures used for the acquisition of goods and services.	Hard Copy from WRAT Head Office
Details of contracts that have gone through formal tendering processes	Hard Copy for details of specific contracts from WRAT Head Office
Staffing and grading structure	Hard Copy from WRAT Head Office
Pay Policy – a statement of the academy's policy on procedures regarding teacher's pay	Hard Copy from WRAT Head Office
Governors' allowances – Details of allowances and expenses that can be claimed or incurred if there are any	WRAT Website

Information to be published	How the information can be obtained
Class 3 – <u>What our priorities are and how we are doing</u> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
Academy profile	Link to DfE Website on Academy Websites
Government supplied performance data	Link to DfE Website on Academy Websites
The latest Ofsted report – Summary and Full report	Academy Website
Performance management policy and procedures	Hard Copy from WRAT Head Office
Future plans – any major proposals	Hard Copy from WRAT Head Office
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	WRAT Website & Academy Website

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Information to be published	How the information can be obtained
Class 4 – 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	Academy Website
Information on application numbers and number of successful applicants by each oversubscription criteria	Hard Copy from Academy
Agendas of meetings of the Local Governing Boards (LGBs)	Hard Copy from Clerk to Governors
Minutes of meetings of Local Governing Boards <i>NB: this will exclude information that is regarded as confidential</i>	Hard Copy from Clerk to Governors
Agendas of meetings of the MAT Board of Directors and its sub-committees	Hard Copy from Clerk to the Board
Minutes of meetings (as above) <i>NB: this will exclude information that is regarded as confidential</i>	Hard Copy from Clerk to the Board

Information to be published	How the information can be obtained
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Trust Policies including: <ul style="list-style-type: none"> • Charging & Remission policy • Complaints procedure • Staff code of conduct policy 	WRAT Website WRAT Website Hard Copy from WRAT Head Office
Discipline and grievance policies	Hard Copy from WRAT Head Office
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Curriculum • Sex & Relationship Education • Special Educational Needs & Disability • Accessibility • Careers Education (secondary) • Pupil Behaviour • Anti-Bullying • Attendance 	Academy website

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) 	WRAT & Academy Websites (all included in Data Protection Policy)
Equality and Diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Procedures for the recruitment of staff	WRAT & Academy Website
Policy for recruitment of staff Details of vacancies	Hard Copy from WRAT Head Office Vacancy details on WRAT website

Information to be published	How the information can be obtained
Class 6 – Lists and Registers (Information held in registers required by law and other lists and registers relating to the functions of the authority)	
Curriculum circulars and statutory instruments	Hard Copy from Academy
Disclosure logs	Inspection only by appointment with the Academy Principal
Asset register	Hard Copy from WRAT Head Office
Any information the Academy is currently legally required to hold in publicly available registers	Hard Copy from WRAT Head Office or inspection, only by appointment with the Academy Principal

Information to be published	How the information can be obtained
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	Academy Website
Out of Academy clubs	Academy Website
Academy publications	Academy Website
Services for which the Academy is entitled to recover a fee, together with those fees	Academy Website
Leaflets books and newsletters	Academy Website and Hard Copy from Academy