

## Freedom of Information

### Guide to information available from The Blue Kite Academy Trust and all schools in the Trust under the model publication scheme

This is the Publication Scheme for Information under the Freedom of Information Act 2000 for:

- Abbey Meads Community Primary School
- Badbury Park Primary School
- Brook Field Primary School
- Catherine Wayte Primary School
- Colebrook Infant Academy
- Ferndale Primary and Nursery School
- Ruskin Junior School
- William Morris Primary and Nursery School

#### **What is a publication scheme and why has it been developed?**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that authorities should be clear and proactive about the information they will make public.

To do this the Trust has produced a publication scheme which sets out:

- The classes of information 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.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our school websites to download and print or available in paper form from the school office.

Some information that we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **Our Vision:**

Is for our member schools to deliver an outstanding education for children and young people. We will ensure pupils have access to the highest standards of teaching, resources and opportunities. Our role is to oversee the leadership and vision of our member schools and develop partnerships between them. We will encourage staff from our schools to meet together and share best practice, while our students will benefit from access to joint opportunities such as shared learning, trips and events.

We are committed to ensuring that, by working in partnership, we offer an exceptional learning experience for all our pupils and prepare them for their onward journey in education.

### **Categories of information published**

The publication scheme guides you to information which we currently publish, or have recently published or which we will publish in the future. This is split into categories of information, referred to as 'classes.'

### **How to request information**

If you require a paper version of any of the documents within the scheme you can contact the school directly:

Alternatively you can contact the Company Secretary in the following way:

Email: [admin@bluekitetrust.org.uk](mailto:admin@bluekitetrust.org.uk)

Tel: 01793 332425

Contact Address: The Blue Kite Academy Trust

C/O Ferndale Primary and Nursery School

Wiltshire Avenue

Swindon, Wilts SN2 1NX

Please mark any correspondence with **PUBLICATION SCHEME REQUEST**

If the information you require is not available via the scheme and is not on the individual school's website, you can still contact us to ask if we have it.

### **Paying for information**

Single copies of information covered by this publication are provided free unless other stated. If your request means that we have to do a lot of photocopying or printing, or pay a large postage fee we will let you know the cost before fulfilling your request.

### **Schedule of charges**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 15p per sheet (black and white)	Paper, use of copier and time taken by member of staff
	Photocopying/printing @ .25p per sheet (colour)	Paper, use of copier and time taken by member of staff
	Postage (proof of posting)	Actual cost of Royal Mail standard class

Information to be published.	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>The Blue Kite Academy Trust Wiltshire Avenue Swindon Wiltshire SN2 1NX</p> <p>A company limited by guarantee, registered in England and Wales with company number 09889819.</p>	<p>School Website:</p> <p><a href="http://www.abbeymeads.swindon.sch.uk/">www.abbeymeads.swindon.sch.uk/</a>  <a href="http://bluekitetrust.org.uk/badbury-park/">http://bluekitetrust.org.uk/badbury-park/</a>  <a href="http://www.ferndaleprimaryschool.co.uk">www.ferndaleprimaryschool.co.uk</a>  <a href="http://www.ruskinjuniorschool.com">www.ruskinjuniorschool.com</a>  <a href="http://www.bluekitetrust.org.uk">www.bluekitetrust.org.uk</a>  <a href="http://bluekitetrust.org.uk/william-morris-primary-and-nursery-school/">http://bluekitetrust.org.uk/william-morris-primary-and-nursery-school/</a></p> <p>or via the Company Secretary  <a href="mailto:admin@bluekitetrust.org.uk">admin@bluekitetrust.org.uk</a></p>	<p>nil</p>
<p>Who's who in the school / names of key personnel</p>	<p>Individual school website</p>	<p>Nil</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>Individual school website</p>	<p>Nil</p>
<p>Instrument of Government</p>	<p>Individual school website</p>	<p>Nil</p>
<p>Articles of Association</p>	<p>Trust Website – Reports and Policies tab</p>	<p>Nil</p>
<p>Academy Funding Agreements/Academy Orders</p>	<p>Trust Website</p>	<p>Nil</p>

Contact details for the Head teacher and for the Chair of the Local Governing Body and Clerk, via the school (named contacts where possible).	Individual school website	Nil
Contact details for the CEO and Chair of Trustees	Trust Website – Contact tab	Nil
School prospectus	School Office	Nil
Annual Report	Trust website	Nil
Staffing structure	Hard copy kept in each school – available from HR Officer	Nil
School session times and term dates	Individual school website	Nil
Address of school and contact details, including email address.	Individual school website  Included on all external correspondence	Nil
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	<a href="http://bluekitetrust.org.uk">http://bluekitetrust.org.uk</a> Companies House Hard copies will be charged	15p per sheet
Annual budget plan	Hard copy – Trust Chief Financial Officer	Nil
Financial statements	Trust website Hard copy – Trust Finance Department	Nil
Capital funding	Hard copy – Trust Finance Department	Nil

Financial audit reports	Hard copy –Trust Finance Department	Nil
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy –Trust Finance Department	Nil
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy –Trust Finance Manager	Nil
Teachers Pay policy	Trust website – Policies and Reports tab Hard copy –Trust Office	Nil
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy –Trust Finance Department	Nil
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 £10,000; for more junior posts, by salary range.	Hard copy –HR Department	Nil
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy - Trust Finance Department	Nil

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>Individual school website</p> <p>Individual school website</p> <p>Individual school website</p> <p>Hard copy – contact the Company Secretary</p>	<p>Nil</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Trust website – Reports and Policies tab</p>	<p>Nil</p>
<p>Performance data or a direct link to it</p>	<p>Individual school website</p>	<p>Nil</p>

The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy – contact the school office	Nil
Safeguarding and child protection	Individual school website Hard copy – Contact Inclusion Manager/Child Protection Officer	Nil
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Admissions policy/decisions (not individual admission decisions) – where applicable	Individual school website	Nil
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is regarded as confidential/private at the meetings).	Hard Copy – Contact Company Secretary	Nil
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  <ul style="list-style-type: none"> <li>• Pupil and Parent related policies</li> <li>• Staffing policies</li> <li>• Financial policies</li> </ul>	School Website - policies Trust Website – policies and reports School Office Trust Office  If multiple hard copies are required there may be a charge.	Nil



Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	In the first instance please contact the school office	Nil
Charging regimes and policies.  Charging Policy for Trips and Visits	School website	Nil
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory requirements	Inspection	Nil
Disclosure logs	Inspection	Nil
Asset register	Inspection	Nil
Any information the school is currently legally required to hold in publicly available registers - this does not include the attendance register.	Inspection	Nil
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		

Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Individual school website Hard copy available from the school office	Nil
Out of school clubs	Individual school website Hard copy available from the school office	Nil
Services for which the school is entitled to recover a fee, together with those fees	Individual school website Hard copy available from the school office	Nil
School publications, leaflets, books and newsletters	Individual school website Newsletter emailed to parents Hard copy available from the school office	Nil