



# Freedom of Information Publication Scheme

Date	Revision & Amendment Details	By Whom
December 2022	Reviewed and approved	Business and Finance Committee

## 1 Introduction

- 1.1 One of the aims of the Freedom of Information Act 2000 (“FOIA”) is to ensure that public authorities, including academy trusts, proactively make certain types of information available to the public as part of their normal business activities.
- 1.2 This scheme commits Peterborough Diocese Education Trust (the “Trust”) to:
- 1.2.1 proactively publish / routinely make available information held by us falling within the “Classes” set out below (see Section 2 and Appendix 1) in line with this scheme;
  - 1.2.2 specify the information held and falls within the classes set out below;
  - 1.2.3 explain 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;
  - 1.2.4 review and update on a regular basis the information we make available under this scheme;
  - 1.2.5 explain any fees to be charged for the provision of information;
  - 1.2.6 publish information held by us that has been requested (unless not appropriate to do so);
  - 1.2.7 publish information (where reasonably practicable) in an electronic form that is capable of being re-used; and
  - 1.2.8 make clear where any information is a relevant copyright work and we are the only owner.
- 1.3 This scheme is based on the model publication scheme prepared by the Information Commissioners Office.

## 2 Classes of information

- 2.1 Who we are and what we do
- 2.1.1 Organisational information, locations and contacts, constitutional and legal governance.
- 2.2 What we spend and how we spent it
- 2.2.1 Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing

2.3.1 Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions

2.4.1 Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures

2.5.1 Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

2.6.1 Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 The services we offer

2.7.1 Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

2.7.2 The classes of information will not generally include:

- (a) Information the disclosure of which is prevented by law, or exempt under FOIA, or is otherwise properly considered to be protected from disclosure.
- (b) Information in draft form.
- (c) 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.

**3 The method by which information published under this scheme will be made available**

3.1 The Trust will clearly indicate to the public what information is covered by this scheme and how it may be obtained.

3.2 Where within our capabilities, information will be provided via our website or the websites of our schools. Where it is impracticable to make information available in this way or when an individual does not wish to access the information in this way, we



- 4.6 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 Written requests

- 5.1 Information held by the Trust that is not published under this scheme may be requested in writing, when its provision will be considered in accordance with the provisions of the FOIA. Further information about how to make a request under the FOIA is available via our Freedom of Information Policy.

## 6 Contact information

- 6.1 If you require a paper version of any information covered by this scheme, or want to ask whether information is available, please contact:

6.1.1 Telephone: 01604 887056

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

6.1.3 Letter: Bouverie Court, The Lakes, Bedford Road, Northampton, NN4 7YD.

- 6.2 To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST"

- 6.3 If the information you're looking for isn't available via the scheme (and isn't on our website), you may still contact the Trust to ask if we have it. Please see our Freedom of Information Policy for further details.

## APPENDIX 1

### GUIDE TO INFORMATION AVAILABLE FROM PETERBOROUGH DIOCESE EDUCATION TRUST UNDER THE PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Staff and structure – names of key personnel	Hard copy	No Charge
Directors – names and contact details of the Directors and the basis of their appointment	PDET website	No Charge
Academy Governance Committees (local governors) – names and contact details of the Governors and the basis of their appointment	School websites	No Charge
School session times, term dates and holidays	School websites	No Charge
Location and contact information – address, telephone number and website	PDET website School websites	No Charge
Contact details of the Headteachers and Academy Governance Committees	School websites	No Charge
School Prospectus	School websites	No Charge
Supplementary Funding Agreement	School websites	No Charge
<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) Current and previous two financial years as a minimum	(hard copy and/or website)	
Statutory Accounts	PDET website <a href="#">Companies House website</a>	No Charge
Annual budget plan and financial statements	Financial statements on the PDET website, other budget plans by request	No Charge

Capital funding – details of capital funding allocated to the Trust’s schools along with information on related building projects and other capital projects	Hard copy by request	No Charge
Additional funding – income generation schemes and other income sources	Hard copy by request	No Charge
Procurement and projects – details of procedures used for the tendering of commercial contracts.	PDET website	No Charge
Pay policy – a statement of the Trust’s policy on procedures regarding teacher’s pay.	Hard copy by request	No Charge
Staffing and grading structure	Hard copy by request	No Charge
Directors’ and Governors’ allowances – details of allowances and expenses that may be claimed or incurred	PDET website	No Charge
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	(hard copy or website)	
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	School websites	No Charge
Performance management policy and procedures adopted by the Board.	Hard copy by request	No Charge
School’s future plans – including any major proposals on safeguarding and promoting child welfare.	Hard copy by request	No Charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	PDET website  School websites	No Charge
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	
Admissions policy – arrangements, procedures and the right of appeal (this does not include information about individual admissions decisions)	PDET website  School websites	No Charge  No Charge
Agendas of meetings of the Directors and (if held) any sub-committees	Directors - PDET website	No Charge

	Committees – Hard copy by request	
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	PDET website	No Charge
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Trust policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff code of conduct</li> <li>• Safeguarding</li> </ul> <ul style="list-style-type: none"> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	PDET website          Hard copy	No Charge
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Relationships Sex and Health Education (RSHE)</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Equality</li> <li>• Collective worship</li> <li>• Behaviour</li> </ul>	School websites	No Charge
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Records retention and destruction policy</li> <li>• Data protection (including information sharing policies)</li> </ul>	PDET website	No Charge
Equality and Diversity – Policies, schemes, statements, procedure and guidelines relating to equal opportunities.	School websites	No Charge
Charging regimes and policies.  This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to	Where applicable - PDET website	No Charge



be recovered, the basis on which they are made and how they are calculated.		
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Where applicable - School websites	No Charge
Disclosure logs	Hard copy by request	No Charge
Asset register	Hard copy by request	No Charge
Any information the school / Trust is currently legally required to hold in publicly available registers <b>(this does not include attendance registers)</b>	Hard copy by request	No Charge
<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	School websites	No Charge
Out of school clubs	School websites	No Charge
School publications	School websites	No Charge
Services for which the school is entitled to recover a fee, together with those fees	School websites	No Charge
Leaflets books and newsletters	School websites	No Charge

## APPENDIX 2

### URLS FOR THE TRUST AND INDIVIDUAL SCHOOL WEBSITES

<b>Peterborough Diocese Education Trust</b>	<a href="https://www.pdet.org.uk/">https://www.pdet.org.uk/</a>
Barby Church Of England School	<a href="https://www.barbyceprimary.org.uk/">https://www.barbyceprimary.org.uk/</a>
Blakesley Primary	<a href="https://www.blakesleyprimary.org.uk/">https://www.blakesleyprimary.org.uk/</a>
Braunston C Of E Primary School	<a href="https://www.braunstonprimary.org.uk/">https://www.braunstonprimary.org.uk/</a>
Collingtree CE Primary School	<a href="https://collingtreeprimary.org.uk/">https://collingtreeprimary.org.uk/</a>
Cottingham CE Primary	<a href="http://www.cottinghamprimary.co.uk/">http://www.cottinghamprimary.co.uk/</a>
Cranford CE Primary School	<a href="https://www.cranford.northants.sch.uk/">https://www.cranford.northants.sch.uk/</a>
Freemans Endowed Junior	<a href="https://www.freemansendowed.org/">https://www.freemansendowed.org/</a>
Great Addington Church Of England Primary	<a href="http://www.greataddingtonprimary.org.uk/">http://www.greataddingtonprimary.org.uk/</a>
Greens Norton CE Primary School	<a href="https://www.greensnortonschool.co.uk/">https://www.greensnortonschool.co.uk/</a>
Guilsborough Ce Primary School	<a href="https://www.guilsboroughprimary.co.uk/">https://www.guilsboroughprimary.co.uk/</a>
Isham Ce Primary School	<a href="http://www.ishamprimary.org.uk/">http://www.ishamprimary.org.uk/</a>
Kislingbury Primary	<a href="https://www.kislingbury-ce-primary.co.uk/">https://www.kislingbury-ce-primary.co.uk/</a>
Loddington C Of E Primary School	<a href="http://www.loddingtonschool.org.uk/">http://www.loddingtonschool.org.uk/</a>
Mears Ashby CE Endowed School	<a href="https://www.mearsashby.northants.sch.uk/">https://www.mearsashby.northants.sch.uk/</a>
Milton Parochial Primary School	<a href="https://www.milton.northants.sch.uk/">https://www.milton.northants.sch.uk/</a>
Oundle CE Primary	<a href="https://www.oundleceprimary.org/">https://www.oundleceprimary.org/</a>
Pytchley Endowed CE School	<a href="https://pytchleyceprimary.org.uk/">https://pytchleyceprimary.org.uk/</a>
Ringstead Church Of England Primary	<a href="https://www.ringsteadprimary.net/">https://www.ringsteadprimary.net/</a>
Ryhall C of E Academy	<a href="https://www.ryhallceacademy.co.uk/">https://www.ryhallceacademy.co.uk/</a>
Silverstone CE Primary	<a href="https://www.silverstoneprimary.org.uk">https://www.silverstoneprimary.org.uk</a>
Spratton CE Primary	<a href="https://www.sprattonprimary.org.uk/">https://www.sprattonprimary.org.uk/</a>
St Andrews C of E Primary School	<a href="https://www.standrewsceprimary.org.uk/">https://www.standrewsceprimary.org.uk/</a>
St Barnabas Church of England School	<a href="https://www.st-barnabas.northants.sch.uk/">https://www.st-barnabas.northants.sch.uk/</a>

St James Ce Primary School	<a href="https://www.stjames.northants.sch.uk/welcome/">https://www.stjames.northants.sch.uk/welcome/</a>
St Luke's CE Primary School	<a href="https://www.stlukesprimaryschool.org.uk/">https://www.stlukesprimaryschool.org.uk/</a>
St Mary's Primary, Burton Latimer	<a href="https://www.stmarysceb1.info/">https://www.stmarysceb1.info/</a>
Staverton Church Of England Primary	<a href="https://www.stavertonceprimary.org/">https://www.stavertonceprimary.org/</a>
Sywell CE Primary	<a href="https://sywellceprimaryschool.org.uk/">https://sywellceprimaryschool.org.uk/</a>
Towcester CE Primary School	<a href="https://www.towcesterprimary.northants.sch.uk/">https://www.towcesterprimary.northants.sch.uk/</a>
Trinity CE Primary	<a href="https://www.trinityprimary.org.uk/">https://www.trinityprimary.org.uk/</a>
Weldon CE Primary School	<a href="https://www.weldonceprimary.co.uk/">https://www.weldonceprimary.co.uk/</a>
Welford, Sibbertoft & Sulby Endowed School	<a href="https://www.wsses.com/">https://www.wsses.com/</a>
William Law CE Primary	<a href="https://www.williamlawceschool.co.uk/">https://www.williamlawceschool.co.uk/</a>

### APPENDIX 3

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be 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 @ 8p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority