



The First Federation Trust Freedom of information publication scheme

This scheme will be reviewed annually at the same time as the Freedom of Information policy is reviewed.

This scheme was last reviewed in: July 2026

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including academy trusts, should be clear and proactive about the information they will make public. Therefore, all schools including those in academy trusts are required to produce a Publication Scheme that specifies the classes of information which the Trust and its schools publish or that can be made available on request.

The scheme must set out the Trust's and its schools' commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

The First Federation Trust will make the publication scheme available on the Trust website. If required, information should also be available in hard copy. If the Trust or its schools are asked for any of the information listed on the publication scheme, it will be made available quickly and easily.

In order to comply with the above, the First Federation Trust will 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.

The scheme (in section 3 overleaf) covers information already published and information which is to be published in the future.

Some information which 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, which sets out the Trust's high-level commitment to proactively publish information.

In addition to our obligations under the FOIA and EIR, we seek to be as transparent as possible with our community and stakeholders.

2. Categories of information published

This publication scheme guides you to information which we currently publish or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 3 below.

3. Classes of Information Currently Published

This template guide covers only information we currently hold.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do		
Information about us; our structures, locations and contacts Current information only		
Contact details (postal and email address, and phone number)	School websites (for schools) / Trust website (for trust)	Free
Head teacher's contact details	School websites	Free
Who's who in the school/academy	School websites	Free
Who's who on the governing board and committees Governing body's contact details	Trust website	Free
Articles of Association	Trust website	Free
School/Academy session times and term dates	School websites	Free
Class 2 – What we spend and how we spend it		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit		
Annual budget and financial statements	On request from the Trust	Free (*)
Annual accounts (annual report and financial statements)	Trust website	Free
Capital funding	On request from the Trust	Free (*)
Financial Audits reports	On request from the Trust	Free (*)
Staff pay – details of senior staff remuneration over £100,000, in bands of £ 10,000.	Trust website	Free
Gender pay gap	Trust website	free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Trust website	Free
Governance volunteers' allowances that can be incurred or claimed, and a record of total payments made to individual trustees.	Trust website	Free
Procurement and contracts we have entered into	On request from the school/Trust	Free (*)
Details of any premiums we receive such as Pupil premium.	School websites	Free
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
Annual Report	Trust website	Free

Information to be published	How you can obtain the information	Cost
Latest reports from regulators (Ofsted, and SIAMS for Church of England schools)	School websites	Free
National curriculum test results	School websites	Free
Performance tables	Link to DfE tables on school websites (school) performance table / Trust website (trust performance table)	Free
Significant changes to schools. E.g. proposals for and any consultation on the future of our school/academy, such as a change in status.	School websites	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	On request from the Trust	Free (*)
Class 4 – How we make decisions Decision making processes and records of decisions Current year as a minimum		
Admissions policy	School websites	Free
Agendas and minutes of meetings of the governing board and its committees, unless an exemption applies to the information or parts of it.	Trust website (board of directors, strategic & finance committee) or on request from the Trust or by inspection at a Trust site	Free (*)
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	School websites (school specific policies) / Trust website (Trust wide policies)	Free
Safeguarding and child protection, including protecting children's personal data	School websites (school specific policies) / Trust website (Trust wide policies)	Free
Equality and Diversity	Trust website	Free
Policies and procedures relating to recruitment and human resources	Trust website or on request from the Trust	Free (*)

Information to be published	How you can obtain the information	Cost
Special educational needs	School websites (school specific information) / Trust website (Trust wide information)	Free
Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Trust website	Free
Pay Policy	Trust website	Free
Data protection policies (including information sharing and CCTV usage policies)	Trust website	Free
Charging regimes and policies	School websites (school specific) / Trust website (Trust wide policy)	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register) Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	By inspection at the school on request	Free
CCTV - Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	By inspection at the relevant Trust site on request	Free
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	On request from the Trust	Free (*)
Asset register	On request from the Trust	Free (*)
Any information we are currently legally required to hold in publicly available registers	On request from the Trust	Free (*)
Extra-curricular activities	School websites	Free
Out of school/academy clubs	School websites	Free
Services for which we are entitled to recover a fee, together with those fees	Nursery fees: school websites, Charging policy: Trust website	Free
Requests for paper copies of information	On request from school or Trust office	Free
Our publications, leaflets, books and newsletters	School / Trust websites	Free

Schedule of charges

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

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in the table above. If however your request means that we have to do a lot of photocopying or printing, the following charges will apply:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying cost per page to be confirmed on application	Actual cost incurred per photocopied page
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	(*) Charges will be applied if providing this information would exceed the statutory limit	See below

For a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge, this will be indicated on application on an individual basis.

Statutory limit

The Freedom of Information Act recognises that freedom of information requests are not the only demand on the resources of a public authority. They should not be allowed to cause a drain on time, energy and finances to the extent that they negatively affect the Trust normal public functions.

Currently, the cost limit for complying with a request or a linked series of requests from the same person or group is set at £ 450 for academy trusts.

When estimating the cost of compliance, the Trust can only take into account the cost of the following activities:

- determining whether the Trust holds the information;
- finding the requested information, or records containing the information;
- retrieving the information or records; and
- extracting the requested information from records.

Staff time will be calculated at £25 per person, per hour, as per the ICO guidance. This means a limit of 18 staff hours.