



ORCHARD
—Community Trust—
Courage - Unity - Equity

'Working together, we enable everyone to flourish through high quality education'

Freedom of Information and Published Guide to Information

Approved by:	Board of Trustees	Date: 9 th October 2025
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1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our school to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner.

2. Classes of Information

There are 7 classes of information we hold (see section 6 for details):

- 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.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- 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. Making Information Available

Information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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.

4. Charging

Information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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.

5. Written Requests

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

INFORMATION	HOW THE INFORMATION CAN BE OBTAINED	COST
Class one: Who we are and what we do (Organisational information, structures and contacts) (Current information only)		
Who's who in the Trust	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
Who's who on the Governing Board and the basis of their appointment	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
Instrument of Government/Articles of Association	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
Contact details for the Headteacher and for the Governing Body, via the school (Named contacts where possible).	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
Staffing structure	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
School session times and term dates	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
Address of school and contact details, including email address	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
Class two: What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (Current and previous financial year, as a minimum)		
Annual Budget Plan and Financial Statements	Hard copy: available upon request – contact Trust office	5p per page
Capital Funding	Hard copy: available upon request – contact Trust office	5p per page
Financial Audit Reports	Hard copy: available upon request – contact Trust office	5p per page
Procurement and Contracts the Trust has entered.	Hard copy: available upon request – contact Trust office	5p per page
Pay Policy	Hard copy: available upon request – contact Trust office	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy: available upon request – contact Trust office	5p per page
Staffing, Pay and Grading Structure.	Hard copy: available upon request – contact Trust office	5p per page
Class three: What our priorities are and how we are doing (Strategies, Plans, Performance Indicators, Audits, Inspections and Reviews) (Current information, as a minimum)		
School profiles (if any) And in all cases: • Government supplied performance data • The latest Ofsted report	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page

INFORMATION	HOW THE INFORMATION CAN BE OBTAINED	COST
Performance Management Policy and Procedures adopted by the Trust Board	Hard copy: available upon request – contact Trust office	5p per page
Trust's future plans; for example, proposals for and any consultation on the future of the MAT.	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
Safeguarding and Child Protection	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admissions policy/decisions (Not individual admission decisions)	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
Agendas and minutes of meetings of the Trust Board and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
Class five: Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) (Current information only; as a minimum these must include policies, procedures and documents that the Trust is required to have by statute or by its funding agreement or equivalent, or by Government. These will include policies and procedures for handling information requests)		
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) 	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
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 be recovered, the basis on which they are made and how they are calculated.	Hard copy: available upon request – contact Trust office	5p per page
Class six: Lists and Registers (Currently maintained lists and registers only; this does not include the attendance register)		
Any information the school is currently legally required to hold in publicly available registers	Inspection only: – contact Trust office	5p per page

INFORMATION	HOW THE INFORMATION CAN BE OBTAINED	COST
Class seven: The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)		
Extra-curricular activities	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact individual school offices	Free 5p per page
Out of school clubs	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact individual school offices	Free 5p per page
Services for which the Trust is entitled to recover a fee, together with those fees	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact Trust office	Free 5p per page
School publications, leaflets, books and newsletters	Website: available via www.orchardct.org.uk Hard copy: available upon request – contact individual school offices	Free 5p per page

SCHEDULE OF CHARGES		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement costs	Photocopying/printing @ pence per sheet (black and white)	*5p per page
	Postage	*Current rate of Royal Mail standard 2 nd class
*Amounting to actual cost incurred by the public authority.		