



The Castle Partnership Trust

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Freedom of Information Publication Scheme

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What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner's Office.

The scheme commits our Trust to:

- Proactively or routinely publish information which is held by us falling within the "Classes" below 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 Trust 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 Trust is the only owner

Classes of information

There are 7 classes of information we hold:

- 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.

Making information available

We will aim to provide as much information as possible on our Trust and School websites. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. We will arrange an appointment to view the information 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 we are legally required to translate any information, we will do so.

Our 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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the [Re-use of Public Sector Information Regulations](#) (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

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. See Section 3 for our Schedule of Charges.

Written requests and contact

Information held by the Trust 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.

If you have a request for information, please contact the Trust at office@castle.somerset.sch.uk or our Data Protection Officer dposchools@somerset.gov.uk

Who we are and what we do

(Organisational information, structures, locations and contacts)

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	Website	Information freely available on school website
Articles of Association	Website	Information freely available on Trust website
Contact details for the key personnel including Head teacher and for the governing body, via the schools	Website	Information freely available on website
Prospectus	Website	Information freely available on website
Staffing structure	Contact the school office	POA
School session times and term dates	Website	Information freely available on website
Address of Trust and schools and contact details, including email address.	Website	Information freely available on website

What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

NB: Current and previous financial year as a minimum

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	Contact the school office	POA
Annual company accounts and annual report	Website	Information freely available on website
Procurement and contracts	Contact the school office	POA
Finance policy	Website	Information freely available on website
Pay policy	Contact the school office	POA
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.	Contact the school office	POA
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.	Contact the school office	POA
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Contact the school office	POA

What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
School profiles and in all cases: <ul style="list-style-type: none"> • Performance data supplied by the government, or a direct link to the data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website	Information freely available on website
Performance management policy and procedures adopted by the Board of Trustees.	School office	POA
The Trust 's future plans; for example, proposals for and any consultation on the future of the Trust such as a change in status	School office	POA
Safeguarding and child protection policies	Website	Information freely available on website

How we make decisions

NB: Current and previous three years as a minimum

Information to be published	How the information can be obtained	Cost
Admissions policy Admissions decisions (not individual admission decisions) – where applicable	Website School office	Information freely available on website POA
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	School office	POA

Our policies and procedures

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Policies and other documents	Website	Information freely available on 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) 	School office	POA
Policies and procedures for the recruitment of staff	School office	POA
Charging and remissions policies.	Website	Information freely available on website

Lists and Registers

NB: Currently maintained lists and registers only (this does not include the attendance register).

Information to be published	How the information can be obtained	Cost
Disclosure logs	School office	POA
Asset register	Inspection only	No charge
Any information the Trust is currently legally required to hold in publicly available registers	School office	POA

The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	Website	Information freely available on website
Out of school clubs	Website	Information freely available on website
Services for which the Trust is entitled to recover a fee, together with those fees	School office	POA
School publications, leaflets, books and newsletters	Website	Information freely available on website

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost
	Photocopying/printing @ 6p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class