

DIOCESE OF

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MULTI-ACADEMY TRUST

Trust Policy

Publication Scheme

Policy type	Publication Scheme
Reviewed	Every 3 Years
Author/Responsible Officer	Governance Professional
Approved by	Head of Governance
Date of ratification	September 2025
Date of next review	September 2028

This policy is a mandatory policy for all DSAMAT staff and must be implemented without any amendments

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The Publication Scheme is referred to in both the Data Protection Policy and Freedom of Information Policy.

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Our organisational information, structures, locations and contacts	Hard copy or website	£ P30 schedule of charges
Who's who in the Trust/school	Trust / School website	Free
Who's who on the director/governing board, and the basis of their appointment	Trust / School website	Free
Articles of Association/Academy Funding Agreement	Trust website	Free
Contact details for the CEO/headteacher	Trust / School website	Free
Contact details for the chair of the director board/local governing board	Trust / School website	Free
Gender Pay Gap reporting	Trust website	Free
School session times and term dates	School website	Free
The Trust/school's address	Trust / School website	Free
The Trust/school's contact details	Trust / School website	Free
The Trust/school's email address	Trust / School website	Free
The Trust/school website	Trust / School website	Free
The names of key personnel	Trust / School website	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	Hard copy or website	£ P30 schedule of charges
Annual budget plan and financial statements	Hard copy	
Capital funding	Hard copy	
Financial audit reports	Hard copy	
Details of expenditure items over £5000 including costs, supplier and transaction information.	Hard copy	
Procurement and contracts the school has entered into, or information relating to information held by an	Hard copy	

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organisation which has entered into procurement or contracts on the school's behalf, for example, the LA		
The pay policy	Hard copy	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories.	Hard copy	
The staffing, pay and grading structure [As a minimum, include salaries for senior staff – members of the SLT or equivalent – in bands of £5,000, and more junior roles by salary range.]	Hard copy	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy	
Premiums or other forms of financial support available	School website	
Trade Union facility time reporting	Hard copy	
Class 3: What our priorities are and how we are doing		
Our strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website	£ P30 schedule of charges
Performance data supplied to the government	Website	
The latest Ofsted full report	Website	
The latest post-inspection action plan	Website	
The performance management policy and procedures	Hard copy	
Future Plans	Hard copy	
The latest performance data and exam results	Website/hard copy	
The safeguarding and child protection policies and procedures	Website	
Class 4: How we make decisions		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years	Hard copy or website	£ P30 schedule of charges

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Admissions policy	Website	Free
Information pertaining to admissions decisions <i>Not individual admission decisions.</i>	Hard copy	
The governing board and its committees' agendas and meeting minutes <i>This excludes information that is regarded as confidential to the meetings.</i>	Hard copy	
Class 5: Our policies and procedures		
Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy or website	£ P30 schedule of charges
Accessibility plan	Website	Free
Admissions arrangements	Trust/school Website	Free
Behaviour policy	Website	Free
Behaviour principles written statement	Website	Free
Central record of recruitment and vetting checks	In person	Free
Charging and remissions policy	Website	Free
Charging regimes and policies Charging and Remissions Policy – a cost per hour will be charged for staff time in order to complete FOI requests.	Website	free
Child protection policy and procedures	Website	Free
Complaints procedure statement	Website	Free
Data protection policy	Trust/school Website	Free
Equality information and objectives statement for publication	Website	Free
Freedom of information procedures	Website	Free
Governors' allowances (schemes for paying)	Hard copy	
Governing board and committee meeting minutes, and papers considered at meetings	Hard copy	
Health and safety policy	Trust/school Website	Free

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Pay Policy	Hard copy	
Premises management documents	Hard copy	
Primary schools only - Early years foundation stage (EYFS) policy and procedures	Website	Free
Provider access policy statement - Manshead CE Academy only	Website	Free
Records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies Information sharing policies	Website	Free
Register of business interests of headteachers and governors	Website	Free
Register of pupils' admission to school	Hard copy	
Register of pupils' attendance	Hard copy	
Sex education policy	Website	Free
Special educational needs (SEN) – SEN information report	Website	Free
Staff discipline, conduct and grievance (procedures for addressing)	Hard copy	
Statement of procedures for dealing with allegations of abuse against staff	Website	Free
Supporting pupils with medical conditions policy	Website	Free
Class 6: Lists and registers		
Our currently maintained lists and registers – this does not include our attendance registers	Hard copy or website (Some information may only be available by inspection)	£ <small>P30 schedule of charges</small>
Curriculum circulars and statutory instruments	Hard copy	
CCTV	Hard copy	

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Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers	Hard copy	
Class 7: The services we offer		
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)	£ P30 schedule of charges
Extra-curricular activities	Hard copy	
Out of school clubs	Hard copy	
Services for which the school is entitled to recover a fee (and details of the fees)	Hard copy	
School publications, leaflets, books and newsletters	Hard copy/some may be available on the website	

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Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing charged at 10p per sheet (black and white)	The actual cost incurred by the school
	Photocopying/printing charged at 25p per sheet (colour)	The actual cost incurred by the school
	Postage	Actual costs of Royal Mail standard 2 nd class
Statutory fee	Staff time £15 per hour	Charging and Remissions Policy – a cost per hour may be charged for staff time in order to complete FOI/DP requests.
Other		