

**Excalibur Academies Trust  
Freedom of Information Publication Scheme**



**Excalibur Academies Trust**  
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Company Registration number 8146633  
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This is the Excalibur Academies Trust Publication Scheme on information available to the public under the Freedom of Information Act 2000.

The Scheme sets out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published;
- Whether the information is available free of charge or on payment.

All of the academies in the Trust aim to be clear and proactive about the information they will make public.

Much information about our academies is published on the Trust and / or individual academy web sites. This should be the first point of reference for any Freedom of Information enquiry. Our policy is to be as honest and open as possible, however, there are some types of information that cannot be made public; that involving named students or staff for example.

If the information you are looking for is not available via the scheme and is not on our websites, you can still contact us to ask if we have it. Information held that is not published under this scheme should be requested in writing, when its provision will be considered in accordance with the Freedom of Information Act. Requests should be made to the Principal of an individual academy or the CEO. Contact details can be found on the websites.

There are circumstances when the Trust is not obliged to provide information. There are four reasons for not complying with a request for information:

- One or more of the exemptions under the Freedom of Information Act apply. These exemptions are intended to protect sensitive or confidential information.
- The information is not held.
- The cost threshold is reached (£600).
- The request is considered vexatious.

The person responsible for Freedom of Information requests is the Principal of each school, or the CEO if it relates to a Trust wide request.

When a Freedom of Information request is received it will be forwarded to the CEO or Principal immediately. It is the responsibility of the CEO or Principal to determine whether the information is in the public domain. The Principal or CEO may choose to delegate the responsibility for collecting, preparing, sending, recording and dealing with follow-up correspondence for each request.

The Trust will comply with providing responses from requests for information under Freedom of Information within 20 working days. If there is a charge the 20 working days will commence when payment has been received. If the information cannot be provided or longer time is required to provide the information, then the Trust will communicate with the requestor. The 20 working days excludes weekends and school holidays.

A Freedom of Information request can be subject to reasonable charges. Usually these are based on the length of time it takes to find the information. We will let you know the cost of any charges before fulfilling requests.

Information published on our websites is free.

Other charges are as follows:

|                            |                            |                    |
|----------------------------|----------------------------|--------------------|
| Photocopying               | over four sheets           | 10p per sheet      |
| Time to gather information | First hour                 | FREE               |
|                            | Every half hour thereafter | £15 (£30 per hour) |

Charges are subject to a limit of £600.

## Guide to Information available

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| <p><b>Class 1 Who we are and what we do</b><br/>Organisational information, structures, locations and contacts<br/>Note: This will be current information only</p> <ul style="list-style-type: none"> <li>- Ethos &amp; Values</li> <li>- Who's Who</li> <li>- Trust Board</li> <li>- Local Governing body – names and contact details of the governors and the basis of their appointment</li> <li>- Articles of Association &amp; Funding Agreement</li> <li>- Staffing Structure</li> <li>- Location and contact information – address, telephone number school session times, term dates and holidays</li> <li>- Contact details for the Principal and the Governing Body</li> <li>- School Prospectus</li> <li>- Exam results</li> <li>- Curriculum provision</li> </ul>  | <p>Trust &amp; Academy websites<br/>Trust &amp; Academy websites<br/>Trust Website<br/>Academy websites</p> <p>Trust website<br/>Available on request from CEO<br/>Trust &amp; Academy websites</p> <p>Trust &amp; Academy websites<br/>Academy websites<br/>DfE Performance Tables &amp; Academy websites<br/>Academy websites</p> |
| <p><b>Class 2 What we spend and how we spend it</b><br/>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</p> <ul style="list-style-type: none"> <li>- Current and the previous two years financial years statutory accounts that have been filed with the Charity Commission and Companies House</li> <li>- Annual budget plan and financial statements</li> <li>- Capital funding – details of capital funding allocated</li> <li>- Additional funding – Income generation schemes and other sources of funding.</li> <li>- Procurement and contracts</li> <li>- Staffing and grading structure</li> <li>- Pay policy</li> <li>- Directors' &amp; Governors' allowances – Details of allowances and expenses that can be claimed or incurred.</li> <li>- Primary PE &amp; Sports Grant, Pupil Premium &amp; Year 7 Catch Up Grant</li> </ul> | <p>Trust Website</p> <p>Available on request from CEO<br/>Available on request from CEO<br/>Available on request from CEO<br/>Available on request from CEO</p> <p>Available on request from CEO<br/>Available on request from CEO<br/>Available on request from CEO<br/>Academy websites</p>                                       |

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| <p><b>Class 3 What our priorities are and how we are doing</b><br/>Strategies and plans, performance indicators, audits, inspections and reviews</p> <ul style="list-style-type: none"> <li>- Policies adopted by the Trust and Local Governing Bodies</li> <li>- Government supplied performance data</li> <li>- OFSTED report – summary and full report</li> <li>- Future plans</li> <li>- Child protection – policies and procedures on safeguarding and promoting the welfare of children.</li> </ul>  | <p>Trust &amp; Academy websites or on request from CEO<br/>DfE Performance Tables<br/>Ofsted Website &amp; links from Academy websites<br/>Annual Report on Trust Website<br/>Trust &amp; Academy websites</p>   |
| <p><b>Class 4 How we make decisions</b><br/>Decision making processes and records of decisions</p> <ul style="list-style-type: none"> <li>- Admissions policy - arrangements and procedures and right of appeal – including information on application numbers and number of successful applicants by each oversubscription criteria.</li> <li>- Board, Committee &amp; Local Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded</li> </ul>   | <p>Trust &amp; Academy websites</p> <p>Available on request from CEO</p>   |
| <p><b>Class 5 Our policies and procedures</b><br/>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Trust wide policies including:</p> <ul style="list-style-type: none"> <li>- Charging and remissions policy</li> <li>- Health and Safety</li> <li>- Complaints procedure</li> <li>- Data Protection</li> <li>- HR Policies including conduct, discipline and grievance, pay &amp; recruitment</li> <li>• Equality &amp; Diversity</li> <li>• Accessibility Plan</li> </ul> <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>- Special education needs &amp; SEN Information Report</li> </ul> | <p>Trust &amp; Academy websites<br/>Trust &amp; Academy websites<br/>Trust &amp; Academy websites<br/>Trust &amp; Academy websites<br/>Available on request from CEO<br/>Trust &amp; Academy websites<br/>Trust &amp; Academy websites</p> <p>Trust &amp; Academy websites</p> |

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| <ul style="list-style-type: none"> <li>- Child Protection &amp; Safeguarding</li> <li>- EYFS</li> <li>- Curriculum</li> <li>- Sex &amp; Relationships Policy</li> <li>- Equality &amp; Diversity</li> <li>- Behaviour</li> <li>- Supporting children with medical conditions</li> </ul>  | Trust & Academy websites<br>Trust & Academy websites<br>Trust & Academy websites<br>Trust & Academy websites<br>Trust & Academy websites<br>Trust & Academy websites<br>Trust & Academy websites |
| <p><b>Class 6 Lists and Registers</b><br/> Currently maintained lists and registers</p> <ul style="list-style-type: none"> <li>- Asset register</li> <li>- Any information the Academy is currently legally required to hold in publicly available registers</li> </ul>  | Available on request from CEO<br>Available on request from CEO   |
| <p><b>Class 7 – The Services we Offer</b><br/> Information about the services we offer</p> <ul style="list-style-type: none"> <li>- Extra-curricular activities</li> <li>- Out of school clubs</li> <li>- School publications</li> <li>- Services for which the Academy is entitled to recover a fee together with those fees</li> <li>- Leaflets, booklets and newsletters</li> </ul> | Trust & Academy websites<br>Trust & Academy websites<br>Trust & Academy websites<br>Trust & Academy websites; and available on request from CEO<br>Trust & Academy websites                      |