



Our vision is to provide an

Inspiring Educational Experience

for all students which is beyond their expectations and therefore forms
the foundation of a happy and fulfilled life.

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000/2013

Introduction:

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) and the amendments that came into force in September 2013 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by The Weydon Multi Academy Trust without further approval and will be valid until further notice.

This publication scheme commits us to make information available to the public as part of its normal school activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits us:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use;

and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

To do this we have produced 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.
- Whether the information is available free of charge or on payment.
- Response to requests for information from members of the public.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on the WMAT or individual schools' websites to download and print off or available in paper form. All information is available in a format based upon "open standards"

Some more 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.

Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into seven classes:

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Websites: www.veydonschool.surrey.sch.uk www.fhes.org.uk www.ridgeway.surrey.sch.uk www.thepark.surrey.sch.uk www.woolmerhill.surrey.sch.uk www.abbey.surrey.sch.uk www.veydonmat.co.uk Parent Information Packs	

Who's who in the MAT/schools	Websites (see school website details above) Parent information packs	5p per sheet
Who's who on the Board of Trustees/ Local Governing Bodies/Members and the basis of their appointment	Websites (see website details above) For hard copy contact Clerk to the Board of Trustees/Local Governing Body clerk@weydonmat.co.uk (WMAT) adudley@abbey.surrey.sch.uk (Abbey) clerk@weydonschool.surrey.sch.uk (Weydon) adudley@fhes.org.uk (Farnham Heath End) clerk@thepark.surrey.sch.uk (Park) clerk@ridgeway.surrey.sch.uk (Ridgeway) clerk@woolmerhill.surrey.sch.uk (Woolmer Hill)	5p per sheet
Instrument of Government / Articles of Association	For hard copy contact Clerk Board of Trustees clerk@weydonmat.co.uk	5p per sheet
Contact details for the CEO, Head Teachers, Trustees, Members and the Local Governing Bodies (named contacts where possible).	Contact Clerk to Board of Trustees clerk@weydonmat.co.uk adudley@abbey.surrey.sch.uk (Abbey) clerk@weydonschool.surrey.sch.uk (Weydon) adudley@fhes.org.uk (Farnham Heath End) clerk@thepark.surrey.sch.uk (Park) clerk@ridgeway.surrey.sch.uk (Ridgeway) clerk@woolmerhill.surrey.sch.uk (Woolmer Hill) or CEO's PA Kathy Lockett klockett@weydonschool.surrey.sch.uk	5p per sheet

MAT/School prospectus' (if any)	Websites (see website details above) Individual schools Admission Manager	5p per sheet
Annual Report (if any)	Website www.veydonmat.co.uk For hard copy contact Clerk to Board of Trustees clerk@veydonmat.co.uk	5p per sheet
Staffing structure	CEO's PA Kathy Lockett klockett@veydonschool.surrey.sch.uk	5p per sheet
School session times and term dates	Websites (see website details above) Parent information packs	5p per sheet
Address of school and contact details, including email address.	Websites (see website details above) Surrey CC website contact centre	5p per sheet
Class 2 – 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	Website www.veydonmat.co.uk For hard copy contact Clerk to Board of Trustees clerk@veydonmat.co.uk	
Annual budget plan and financial statements	Website www.veydonmat.co.uk Inspection only	5p per sheet
Capital funding	Inspection only	5p per sheet
Financial audit reports	Website www.veydonmat.co.uk For hard copy contact Clerk to Board of Trustees clerk@veydonmat.co.uk	5p per sheet
Details of expenditure items over £2000 – published annually	Inspection only	5p per sheet
Procurement and contracts the MAT has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Inspection only	5p per sheet
Pay policy	Website www.veydonmat.co.uk CEO's PA Kathy Lockett klockett@veydonschool.surrey.sch.uk	5p per sheet

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.	Inspection only	5p per sheet
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.	Annual Report Website www.veydonmat.co.uk For hard copy contact Clerk to Board of Trustees clerk@veydonmat.co.uk	5p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	For hard copy contact Clerk to Board of Trustees/Governors: clerk@veydonmat.co.uk (WMAT) adudley@abbey.surrey.sch.uk (Abbey) clerk@veydonschool.surrey.sch.uk (Weydon) adudley@fhcs.org.uk (Farnham Heath End) clerk@thepark.surrey.sch.uk (Park) clerk@ridgeway.surrey.sch.uk (Ridgeway) clerk@woolmerhill.surrey.sch.uk (Woolmer Hill)	5p per sheet
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	Inspection only	5p per sheet

<p>MAT profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website www.veydonmat.co.uk</p> <p>CEO's PA Kathy Lockett</p> <p>klockett@veydonschool.surrey.sch.uk</p>	<p>5p per sheet</p>
<p>Performance management policy and procedures adopted by the Trustees and Local Governing Bodies.</p>	<p>Websites (see school website details above)</p> <p>CEO's PA Kathy Lockett</p> <p>klockett@veydonschool.surrey.sch.uk</p>	<p>5p per sheet</p>
<p>Performance data or a direct link to it</p>	<p>Websites (see school website details above)</p> <p>CEO's PA Kathy Lockett</p> <p>klockett@veydonschool.surrey.sch.uk</p>	<p>5p per sheet</p>
<p>The MAT's future plans; for example, proposals for and any consultation on the future of the schools, such as a change in status</p>	<p>Websites www.veydonmat.co.uk</p> <p>For hard copy contact Clerk to Board of Trustees</p> <p>clerk@veydonmat.co.uk</p>	<p>5p per sheet</p>
<p>Safeguarding and child protection</p>	<p>Websites (see school website details above)</p> <p>Safeguarding Officers at individual schools</p>	<p>5p per sheet</p>
<p>Class 4 – How we make decisions</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Websites (see school website details above)</p> <p>Admission Managers</p>	<p>5p per sheet</p>
<p>Agendas and minutes of meetings of the Board of Trustees, Members and Local Governing Bodies and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Inspection only</p>	<p>5p per sheet</p>

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) As a minimum these must include policies, procedures and documents that the MAT schools are required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p>Websites (see school website details above)</p> <p>Contact Clerk to Board of Trustees clerk@weydonmat.co.uk Or CEO's PA Kathy Lockett klockett@weydonschool.surrey.sch.uk</p>	5p per sheet
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Websites (see school website details above)</p> <p>Contact Clerk to Board of Trustees clerk@weydonmat.co.uk Or CEO's PA Kathy Lockett klockett@weydonschool.surrey.sch.uk</p>	5p per sheet
<p>Charging regimes and policies.</p> <p>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.</p> <p>If the MAT charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>Websites (see school website details above)</p> <p>Contact Clerk to Board of Trustees clerk@weydonmat.co.uk Or CEO's PA Kathy Lockett klockett@weydonschool.surrey.sch.uk</p>	5p per sheet
<p>Class 6 – Lists and Registers</p>	<p>Websites (see school website details above)</p>	5p per sheet

Currently maintained lists and registers only (this does not include the attendance register).	<p>Hard copy:</p> <p>clerk@weydonmat.co.uk (WMAT)</p> <p>adudley@abbey.surrey.sch.uk (Abbey)</p> <p>clerk@weydonschool.surrey.sch.uk (Weydon)</p> <p>adudley@fhes.org.uk (Farnham Heath End)</p> <p>clerk@thepark.surrey.sch.uk (Park)</p> <p>clerk@ridgeway.surrey.sch.uk (Ridgeway)</p> <p>clerk@woolmerhill.surrey.sch.uk (Woolmer Hill)</p> <p>Some information may only be available by inspection</p>	
Curriculum circulars and statutory instruments	clerk@weydonmat.co.uk	5p per sheet
Asset register	Inspection only	
Any information the MAT is currently legally required to hold in publicly available registers		5p per sheet
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Hard copy or websites; some information may only be available by inspection</p>	5p per sheet
Extra-curricular activities	<p>Websites (see school website details above)</p> <p>CEO's PA Kathy Lockett</p> <p>klockett@weydonschool.surrey.sch.uk</p>	5p per sheet
Out of school clubs	<p>Websites (see school website details above)</p> <p>CEO's PA Kathy Lockett</p> <p>klockett@weydonschool.surrey.sch.uk</p>	5p per sheet
MAT publications, leaflets, books and newsletters	<p>Websites (see school website details above)</p> <p>CEO's PA Kathy Lockett</p> <p>klockett@weydonschool.surrey.sch.uk</p>	5p per sheet

How to request information

If you require any of the documents within the scheme, please contact the MAT or individual school by telephone, email, fax or letter. Please refer to the table above to identify the correct point of contact:

Website: www.veydonmat.co.uk

Email: clerk@veydonmat.co.uk

Tel: 01252 725052

Contact address: Weydon Lane, Farnham, Surrey, GU9 8UG

To help us process your request quickly, please clearly mark any correspondence 'PUBLICATION SCHEME REQUEST' (in capitals please).

If the information you're looking for isn't available via the scheme (and isn't on our website), you can still contact the MAT to ask if we have it.

Paying for information

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. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is 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 in the description box.

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Further documents held by the MAT and schools and are available on the websites:

- Tutoring Policy
- Uniform Policy
- Guidelines for Leave of Absence
- Detention
- Student Support and Guidance
- Finance Policy
- Health and Safety Policy
- School Visits Policy

Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to the Chairman of the Board of Trustees at the MAT address.

If you are not satisfied with the assistance that you receive or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

Enquiry/Information line: 01625 545 700

Email: publications@ic-foi.demon.co.uk

Website: www.ico.gov.uk

Information Commissioner, Wycliffe House, Water lane, Wilmslow. Cheshire. SK9 5AF

Some information might be confidential or otherwise exempt from the publication by law- we cannot therefore publish this.