



Wessex
Learning Trust

We Learn Together

Freedom of Information Publication Scheme



Wessex Learning Trust

Publication Scheme

This scheme will be reviewed by the Board of Trustees every three years.



Signature:

Name: Mr Gavin Ball

Date: 01/09/2025

Position: Chief Executive



Signature:

Name: Mr Paul Jacobs

Date: 01/09/2025

Position: Chair of the Board

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Introduction

The Freedom of Information Act (2000) 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 seven 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 website. 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@wessexlearningtrust.co.uk or our Data Protection Officer dposchools@somerset.gov.uk

Publication Scheme

Who we are and what we do:

Information to be published	How the information can be obtained	Cost
Who's on the Local Partnership Board (LPB) and the Board of Trustees and the basis of their appointment	Trust: https://wessexlearningtrust.co.uk/about/governance/ Our Schools: Available on individual school websites	Information freely available on websites
Scheme of Governance/Articles of Association	Trust: https://wessexlearningtrust.co.uk/about/statutory-publishing/	Information freely available on websites
Contact details for the key personnel	Trust: https://wessexlearningtrust.co.uk/contact/ Our Schools: Available on individual school websites	Information freely available on websites
School Prospecti (where applicable)	Contact Schools Directly	Freely available from schools
Annual Report (Trust)	https://wessexlearningtrust.co.uk/about/statutory-publishing/	Information freely available on Trust website (applicable for all schools)
Staffing Structure	Trust: https://wessexlearningtrust.co.uk/about/our-team/ Our Schools: Available on individual school websites	Information freely available on websites
School session times and term dates	Available on individual school websites	Information freely available on websites
Addresses and contact details, including email address	Trust: https://wessexlearningtrust.co.uk/contact/ Our Schools: Available on individual school websites (Also available in the appendix to this document)	Information freely available on websites

What we spend and how we spend it:

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	Contact Schools/Trust Directly	Price on Asking (POA)
Annual Accounts	Contact Schools/Trust Directly	POA
Capital funding	Contact Schools/Trust Directly	POA
Financial audit reports	Contact Schools/Trust Directly	POA
Details of expenditure items over £2000	Contact Schools/Trust Directly	POA
Procurement and contracts the school 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).	Contact Schools/Trust Directly	POA
Pay Policy	Contact Schools/Trust Directly	POA
Staff allowances and expenses that can be incurred or claimed	Available via the Trust Website (Finance Policy): https://wessexlearningtrust.co.uk/about/policies/	Information freely available on Trust website (applicable for all schools)
Staffing, pay and grading structure.	Included in Pay Policy, Contact Schools/Trust Directly	POA
Trustee and Local Partners allowances that can be incurred or claimed	Available via the Trust Website (Finance Policy): https://wessexlearningtrust.co.uk/about/policies/	Information freely available on Trust website (applicable for all schools)

What our priorities are and how we are doing:

Information to be published	How the information can be obtained	Cost
School/Trust profile 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 	Available via the Trust/Schools websites. Also available at: https://www.gov.uk/government/organisations/ofsted	Information freely available on websites
Performance management policy and procedures adopted by the Local Partnership Board	Contact Schools Directly	POA
The Trust/school's future plans	Contact Schools/Trust Directly	POA
Safeguarding and child protection policies	Available via the Trust website: https://wessexlearningtrust.co.uk/about/policies/	Information freely available on Trust website (applicable for all schools)

How we make decisions:

Information to be published	How the information can be obtained	Cost
Admissions arrangements/policy/decisions (not individual admission decisions) – where applicable	Available on the Trust website: https://wessexlearningtrust.co.uk/about/statutory-publishing/ Also available on schools' websites	Information freely available on websites
Agendas and minutes of meetings of the Local Partnership Board/Board of Trustees and its committees. (NB this will exclude information that is properly regarded as private to the meetings)	Contact Schools/Trust Directly	POA

Our policies and procedures:

All Trust policies are freely available via our website: <https://wessexlearningtrust.co.uk/about/policies/> and <https://wessexlearningtrust.co.uk/about/statutory-publishing/>

Key Examples include:

Information to be published	How the information can be obtained	Cost
Records management and personal data policies, including: <ul style="list-style-type: none"> • Data protection (including information sharing policies) • Information security policies • Records retention, destruction and archive policies 	Available on the Trust website: https://wessexlearningtrust.co.uk/about/policies/	Information freely available on Trust website (applicable for all schools)
Equality and diversity policies	Available on the Trust website: https://wessexlearningtrust.co.uk/about/statutory-publishing/	Information freely available on Trust website (applicable for all schools)
Policies and procedures for the recruitment of staff	Available on the Trust website: https://wessexlearningtrust.co.uk/about/policies/	Information freely available on Trust website (applicable for all schools)
Charging and remissions policy	Available on the Trust website: https://wessexlearningtrust.co.uk/about/policies/	Information freely available on Trust website (applicable for all schools)

List and Registers:

Information to be published	How the information can be obtained	Cost
Disclosure logs	Contact Schools/Trust Directly	POA
Asset register	Contact Schools/Trust Directly	POA
Any information the school is currently legally required to hold in publicly available registers	Contact Schools/Trust Directly	POA

The services we offer:

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	Contact Schools/Available on school websites	Information freely available
Out of School Clubs	Contact Schools/Available on school websites	Information freely available
Services for which the school is entitled to recover a fee, together with those fees	See Charging and Remissions policy, available on the Trust website: https://wessexlearningtrust.co.uk/about/policies/	Information freely available on Trust website (applicable for all schools)
School publications, leaflets, books and newsletters	Contact Schools/Available on school websites	Information freely available

Schedule of Charges:

Type of Charge	Description	Basis of Charge
Disbursement cost:	Photocopying/printing (black and white) – POA	Actual cost
	Photocopying/printing (colour) – POA	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd Class