

Information available from the Diocese of Worcester Multi Academy Trust under the model publication scheme

Information to be published	How the information can be obtained
Who we are and what we do <i>(Organisational information, structures, locations and contacts - current information only)</i>	Hard copy and/ or website
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website / hard copy from Trust
Academy Order	Hard copy from Trust
School/academy staff and structure – names of key personnel	Website
Trustees’ / Directors contact details	Hard copy
Local Academy Board (LAB) – names and contact details of the LAB members and the basis of their appointment	Website
Academy session times, term dates and holidays	Academy website
Location and contact information of Trust offices and academies – address, telephone number and website	Websites – Trust / academy
Contact details for the Headteacher / Head of School and the Local Academy Board	Academy website
Academy Prospectus	Academy website
Academy session times and term dates	Academy website
KS2 results – a link to the data on the Department for Education’s website	Academy website
Composition of LABs	Academy website
Articles of Association	Trust website
What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>	Hard copy and/ or website
Annual financial statements	Trust website

Information to be published	How the information can be obtained
Capital funding – details of capital funding allocated to the school/academy along with information on related building projects and other capital projects	Hard copy from Trust
Additional funding – Income generation schemes and other sources of funding.	Hard copy from Trust
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy from Trust
Staffing, pay and grading structure	Hard copy from Trust
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Trust website
LA member allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy from Trust
Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees.	Hard copy from Trust
Details of any premiums received such as Pupil Premium.	Academy website
Procurement and contracts we have entered into .	
What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews - current information only)</i>	Hard copy and/ or website
School/academy profile <ul style="list-style-type: none"> ▪ Government supplied performance data OFSTED report – summary and full report SIAMs Inspection reports 	Academy website
Performance management information	Hard copy from academy
Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.	Academy website
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Academy website
How we make decisions <i>(Decision making processes and records of decisions - current and previous three years as a minimum)</i>	Hard copy and/ or website

Information to be published	How the information can be obtained
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and numbers of successful applicants by each oversubscription criteria.	Academy website
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard copy from academy
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff	Trust website
Equality objectives	Trust / academy website
Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities - current information only)</i>	Hard copy and/ or website
Trust policies including: <ul style="list-style-type: none"> ▪ Charging and remissions policy ▪ Health and Safety and risk assessment ▪ Complaints procedure ▪ Staff conduct policy ▪ Discipline and grievance policies ▪ Staffing structure implementation plan ▪ Information request handling policy ▪ Staff recruitment policies ▪ Financial policies ▪ GDPR policies 	Trust website
Pupil and curriculum policies, including: <ul style="list-style-type: none"> ▪ Home-school/academy agreement 	Academy website

Information to be published	How the information can be obtained
<ul style="list-style-type: none"> ▪ Curriculum ▪ Sex education ▪ Special education needs ▪ Accessibility ▪ Race equality ▪ Collective worship ▪ Careers education ▪ Pupil discipline ▪ Early years foundation stage (EYFS) policy and procedures 	
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> ▪ Information security ▪ Records retention ▪ Destruction and archive policies ▪ Data Protection Policy 	Trust website
<p>Lists and Registers <i>(Currently maintained lists and registers only)</i></p>	Hard copy and/ or website (Some information may only be available for inspection)
<p>Curriculum circulars and statutory instruments</p>	Academy website
<p>Disclosure logs</p>	Hard copy from academy
<p>Asset register</p>	Hard copy from Trust
<p>Any information the school/academy is currently legally required to hold in publicly available registers</p>	Hard copy from academy
<p>The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses - current information only)</i></p>	Hard copy and/ or website (some information may only be available for inspection)
<p>Extra-curricular activities</p>	Academy website
<p>Out of school/academy clubs</p>	Academy website

Information to be published	How the information can be obtained
School/academy publications	Academy website
Services for which the Academy is entitled to recover a fee, together with those fees	Academy website
Leaflets, booklets and newsletters	Hardcopy and Website – Trust / academy

We welcome any comments or suggestions you may have regarding this scheme. Please contact the Trust’s Data Protection Officer dataprotection@dowmat.education