



Aurora Academies Trust

Freedom of Information Publication Scheme

If you would like a copy of any documentation, please contact the trust office:

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Background

Aurora Academies Trust (the Trust) is covered by the Freedom of Information Act 2000 (the Act) which gives a right of access to information held by public bodies, including schools and academies (schedule 1, Part IV). The Trust is registered with the Information Commissioner's Office.

In line with Section 19 of the Act, the Trust must produce a publication scheme (Scheme) which makes it clear to the public what information about the Trust and its academies the Trust will make public when required to respond to requests for information under the Act.

The purpose of the Scheme is to demonstrate how the Trust complies with requirements of the Act and how it is fulfilling its aims and objectives which are:

Mission

Aurora exists to provide opportunity and create success for all our pupils.

Vision

- *Aurora is dedicated to providing the best possible standard of education to pupils in our nursery, primary and secondary schools across the south-east of England.*
 - *As a trust, we are committed to doing everything we can to support our schools and pupils to achieve personal excellence.*
- *We want pupils to leave our schools achieving their potential and enjoying learning with the ambition, resilience, curiosity and self-belief for success in life.*
- *Our ambition is for all our schools to be excellent and inclusive schools serving their local communities with achievement levels above similar schools nationally.*
 - *Over the next five years Aurora plans to grow because we want to support more schools and pupils.*

The Scheme

The Trust has adopted the ICO model template for the Scheme following advice from the Trust's Data Protection Officer, Data Protection Education.

The Scheme sets out:

- The classes of information which will be published or which the Trust intends to publish either on their website or in hard copy version
- The manner in which the information will be published
- Whether the information is available to download from the website free of charge or via payment to the Trust.

The Trust is required to publicise the fact that information is available under this Scheme. We do this via the Trust website. The Trust will review the information we are publishing annually and will make new information available promptly. This will be done via the Trust website.

What is available under the Scheme

Information that is available is detailed below in table format and shows where the information can be sourced. The classes of information are as follows

Class 1:	Who we are and what we do - Organisational information, structures, locations and contacts
Class 2:	What we spend and how we spend it – Financial information relating to projected and actual income and expenditure, procurement, contractual agreements and financial audit
Class 3:	The Trust's priorities and how they are being achieved - Strategies and plans, performance indicators, audits, inspections and reviews
Class 4:	How we make decisions as a Trust - Decision-making process and records of decisions
Class 5:	Our policies and procedures – Current written protocols, policies and procedures for delivering our services and responsibilities
Class 6:	Lists and registers - Any information that the Trust is legally required to hold in publicly available registers
Class 7:	The services offered by the Trust and its schools – Information about the services offered by the Trust, including leaflets, guidance and newsletters produced for public consumption

For ease of access, a large percentage of documents published under this Scheme is available from the Trust or school websites, and these are free to download. Some information in the Scheme is available in hard copy paper format from the Trust upon request.

Where information is not published online – either because it is not in electronic format or is too unwieldy to be transferred in such a format – the Trust will make it available to be viewed in person. In the first instance, you should contact the Trust to arrange a viewing. Please email office@auroraacademies.org to arrange an appointment.



Lots of information about the Trust is available through national channels such as the Ofsted website, the DfE performance tables and Get Information About Schools, the Department for Education database of schools and governors. This information is updated regularly.

In addition to publication of documents, the Trust seeks at all times to keep parents and other members of the public fully informed of our activities through the Trust and school websites, social media and newsletters.

What is not available under the Scheme

Under this Scheme, some personal and sensitive information is exempt from publication.

Where information is not available online, we must respond promptly to any requests to see it. However, we are not required to create new information in order to comply with the Act.

Charging for access to information

Aurora Academies Trust may charge individuals for information published under this scheme. The purpose of this scheme is to make the maximum amount of information readily available at the minimum inconvenience and cost to the public.

Charges made by the Trust will be justified and transparent and kept to a minimum. Before we produce the information, we shall inform you of the total cost. You may wish to refine the request in order to reduce the cost and we would be happy to discuss this with you.

Material which is published and accessed on the website will be provided free of charge.

Charges will be made to cover:

- Photocopying; charged at 10 pence per sheet
- Postage (based on actual cost via Royal Mail)
- Any costs directly incurred as a result of viewing information.



Where the cost of postage, printing or photocopying is below £10.00, we will not make a charge. Where it is over £10.00, the first £10.00 will be free of charge, after that we will charge the full estimated cost of postage and copying.

We reserve the right to refuse to supply information where the cost of doing so exceeds the current statutory maximum of £450 (which is based on 18 hours @ £25 per hour).

Further reference

This Scheme should be read in conjunction with the Trust's Data Protection Policy and Data Destruction Policy.

Definition document for governing bodies of maintained schools and other state funded schools in England produced by the ICO (as revised in 2013)

<https://ico.org.uk/media/for-organisations/documents/1235/definition-document-academys-in-england.pdf>

Class 1 - Who we are and what we do

Organisational information, structures, locations and contacts

Who's who in each Trust school	School websites	Free
Who's who in the Trust	Trust website	Free
Who's who on Board of Trustees and the Local Academy Boards/Interim Executive Boards and the basis of their appointments	Trust Website (links from school websites) Get Information About Schools (Department for Education website)	Free
Articles of Association Master Funding Agreement Supplemental Funding Agreements	Trust Website (links from school websites)	Free

Contact details for the Trust CEO and Chair of the Trust	Trust and school websites	Free
School opening hours, and term dates, including inset days	School Websites	Free
Contact details for the Trust and schools (including headteachers)	Trust and school websites	Free

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

Annual Report and Accounts including any capital funding	Trust Website (links from school websites)	Free
Financial audit reports (included in Annual Report and Accounts)	Trust Website (links from school websites)	Free
Financial benchmarking data	Schools Financial Benchmarking Service	Free

	(Department for Education website)	
Trustees' and Local Academy Board member allowances that can be incurred or claimed, and a record of total payments made to individual trustees and local academy board members	Trust website (contained within Annual Report and Accounts) Expenses policy available upon written request	Free

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, inspections

School performance data	Compare school and college performance in England (Department for Education website)	Free
Ofsted inspection reports	School Websites Ofsted website	Free

Trust future plans; for example, proposals for and any consultation on the future of the Trust, such as a change in status, as and when relevant	Trust Website	Free
School and Trust safeguarding and child protection policies	Trust and School Websites	Free

Class 4 – How we make decisions

Decision making processes and records of decisions

Agendas and minutes of meetings of the Trust Board and its committees. (excluding information that is regarded as private / confidential to the meetings).	Copy on written request	Free
Scheme of Delegation	Trust website	Free
Committee terms of reference	Trust website (links from school websites)	Free

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.		
Statutory Documents as listed in the Academy Trust Governance Guide		
Admissions Policy	School Websites	Free
Behaviour Policy	School Websites	Free
Careers: Provider Access Policy Statement (The Gatwick School only – contained in Careers Policy)	School Website	Free
Charging and Remissions Policy	Trust Website	Free
Data Protection Privacy Notice	Trust Website	Free
Equality information and objectives (public sector equality duty) statement for publication	School Websites	Free
Health and Safety Policy	Trust website	Free

Premises Management documents	Internal Use only	
Relationships and Sex Education and Health Education Policy	School Websites	Free
Safeguarding and Child Protection Policy	School Websites and Trust Website	Free
School Attendance Policy	School Websites	Free
School Complaints Policy	School Websites	Free
School Exclusion Policy (contained in Behaviour Policies)	School websites	Free
School Uniform Policy	School Websites	Free
Special Educational Needs and Disability Policy	School Websites	Free
Staff Behaviour and Grievance Policy	Internal Use only	

Supporting students with medical conditions	School Websites	Free
Other policy documents we publish		
Accessibility Plan	School Websites	Free
Whistleblowing Policy	Trust Website	Free
Register of business interests of CEO, trustees and LAB members	Trust Website	Free
Data Protection Policy	Trust Website	Free

Class 6 – Lists and Registers

Any information that the Academy is legally required to hold in publicly available registers

Asset register	Upon written request	Free
Any information the Trust is currently legally required to hold in publicly available registers	Upon written request	Free

Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Curriculum plans	School websites	Free
Extra-curricular activities	School websites	Free
Out of school clubs	School websites	Free

Nursery provision and any fees chargeable	School websites	Free
Publications, prospectuses, brochures, leaflets and newsletters	School and Trust Websites	Free