

United Learning Trust Publication Scheme

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1. Publication Scheme

Introduction

The Freedom of Information Act 2000 gives the public right of access to information held by public authorities, including multi academy trusts. This publication scheme commits United Learning Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below. Additional information regarding the definition of these classes is available in the [sector specific guidance](#) issued by the Information Commissioner.

Under this scheme United Learning Trust (ULT) is committed 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.
- specify the information which is held by the authority and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- review and update on a regular basis the information the authority makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.
- publish any dataset held by ULT that has been requested, and any updated versions it holds, unless ULT 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.

Classes of information to be published

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the multi academy trust.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

This publication scheme conforms to the model scheme for Academies approved by the Information Commissioner.

Written requests

Information held by us 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.

This policy should be read in conjunction with:

- The guide to information provided under the publication scheme (below)
- The Freedom of Information Act policy and procedure
- The records management policy and
- The records retention schedule

2. The guide to information provided under the publication scheme

Information to be published	How the information can be obtained (email / hard copy and/or website)	Cost
CLASS 1 – WHO WE ARE AND WHAT WE DO Organisational information, structures, locations and contacts This will be current information only		
Central Office Contact details	https://unitedlearning.org.uk/contact-us	No charge
Academy contact details	Academy websites	No charge
Articles of Association	https://unitedlearning.org.uk/Financial-Accountability	No charge
ULT National Staffing Structure	Email / Hard copy	Schedule of charges
ULT Board of Trustees business and pecuniary interests and attendance at meetings	https://unitedlearning.org.uk/about-us/governance/trustees	No charge
Biographies of United Learning Trustees, Executives, Regional Directors and Subject Advisors	https://unitedlearning.org.uk/about-us/who-we-are/executive-team	No charge
United Learning Governance Structure	https://unitedlearning.org.uk/about-us/governance	No charge
United Learning Scheme of Delegation	https://unitedlearning.org.uk/Portals/0/Library/Legal%20Information/Governance%20Documents/United%20Learning%20Scheme%20of%20Delegation.pdf	No charge
A list of ULT Academies	https://unitedlearning.org.uk/about-us/our-schools	No charge
Academy Local Governing Body (LGB) members names, business interests & attendance at meetings	United Learning Website https://unitedlearning.org.uk/about-us/governance/school-governance And the governance section of individual academy websites	No charge
ULT Academies Key Personnel	See each Academy's individual website	No charge
ULT Academies term dates and holidays	See each Academy's individual website	No charge
ULT Academies Prospectuses	See each Academy's individual website	No charge
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 2 financial years		
Statutory accounts	https://unitedlearning.org.uk/Financial-Accountability	No charge
Master Funding Agreements	https://unitedlearning.org.uk/Financial-Accountability	No charge
Supplemental Funding Agreements	https://unitedlearning.org.uk/Financial-Accountability	No charge
Procurements and contracts	Email / Hard copy	Schedule of charges

Pay Policy	Email / Hard copy	Schedule of charges
Purchasing and Tendering Policy	Email / Hard copy	Schedule of charges
Expenses Policy	Email / Hard copy	Schedule of charges
How pupil premium funding is spent and the effect it has on pupils	Websites of academies that receive pupil premium funding	No charge
How year 7 literacy and numeracy catch-up premium is spent and the effect it has on pupils	Websites of academies that receive this funding	No charge
PE and sport premium for primary schools	Websites of academies that receive this funding	No charge
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING Strategies and plans, performance indicators, audits, inspections and reviews Current information		
ULT Academy Ofsted Reports	Ofsted website: https://www.gov.uk/government/organisations/ofsted And each academy website	No charge
Strategic priorities – Framework for Excellence,	https://unitedlearning.org.uk/about-us/framework-for-excellence	No charge
Values and ethos	https://unitedlearning.org.uk/about-us/our-ethos-and-values Academy websites	No charge
Facts and figures	https://unitedlearning.org.uk/about-us/facts-and-figures	No charge
Directors' report	https://unitedlearning.org.uk/Financial-Accountability	No charge
Performance Tables and exam results	http://www.education.gov.uk/schools/performance/ Academy websites	No charge
School profile	Academy websites	No charge
Safeguarding and Child Protection policies	Academy websites	No charge
Special educational needs (SEN) information report	Academy websites	No charge
Careers programme information	Academy websites (secondary only)	No charge
Equality information and objectives statement	Academy websites	No charge
Performance management policy	Hard copy / email	Schedule of charges
Gender pay gap report	https://unitedlearning.org.uk/Portals/0/Library/Documents/UL%20Gender%20pay%20gap%20report%202019.pdf	No charge

Modern Slavery Act statement	https://unitedlearning.org.uk/modern-slavery-act-statement	No charge
Trade Union Facilities Time report	https://unitedlearning.org.uk/Portals/0/Library/Documents/Unit ed%20Learning%20Facilities%20Time%20Reporting%202019.pdf	No charge
CLASS 4 – HOW WE MAKE DECISIONS Decision making processes and records of decisions Current and previous 3 years as a minimum		
ULT Academies Admissions Arrangements	https://unitedlearning.org.uk/school-admissions-arrangements	No charge
Exclusion arrangements	Email / Hard copy	Schedule of charges
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Email / Hard copy	Schedule of charges
Scheme of Delegation	Scheme of Delegation	No charge
CLASS 5 – OUR POLICIES AND PROCEDURES Current written protocols, policies and procedures for delivery our services and responsibilities Current information only		
Accessibility plan	Email / Hard copy	Schedule of charges
Charging And Remissions Policy	Academy websites	No charge
Children with health needs who cannot attend school	Email / Hard copy	Schedule of charges
Data Protection Policies	Email / Hard copy	Schedule of charges
First aid in schools policy	Email / Hard copy	Schedule of charges
Health and safety Policies	Email / Hard copy	Schedule of charges
HR policies	Email / Hard copy	Schedule of charges
Premises management documents	Email / Hard copy	Schedule of charges
Procedures for dealing with allegations of abuse against staff	Email / Hard copy	Schedule of charges
Safeguarding Policy	Academy websites	No charge
Supporting pupils with medical conditions	Email / Hard copy	Schedule of charges
Sex and relationships education	Email / Hard copy	Schedule of charges
Complaints Policy	Academy websites	No charge
Behaviour Policy and anti bullying strategy	Academy websites	No charge
Freedom of Information policy and procedure	https://unitedlearning.org.uk/Financial-Accountability	No charge
Records management policy and record retention schedule	https://unitedlearning.org.uk/Financial-Accountability	No charge
Subject Access request policy and procedure for handling disclosures safely	Email / Hard copy	Schedule of charges

Privacy notice for pupils and parents	Academy websites	No charge
CLASS 6 – LISTS AND REGISTERS		
Currently maintained lists and registers only		
Asset register	Email / Hard copy	Schedule of charges
CLASS 7 – THE SERVICES WE OFFER		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Current information only		
What we offer	Academy websites	No charge
News and Newsletters	United Learning and Individual Academy websites	No charge

3. Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by ULT 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, as will information which can be provided by email. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

4. Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 4p per A4 sheet (black & white)	Actual Cost £0.04
	Photocopying/printing @ 6p per A4 sheet (colour)	Actual Cost £0.06
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

5. Written Requests

Information held by a public authority 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.

6. Comments and Complaints

We welcome comments and suggestions you may have about the scheme. If you want to make any comments please email the Company Secretary at company.secretary@unitedlearning.org.uk or write to The Company Secretary, United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.