



Freedom of Information Act publication scheme

Policy type	Business management (non-statutory)
Author	Adam Downing – Data Protection Officer
Last updated	August 2026
Reviewed	Adrian Ball
Approved by	Adrian Ball
Release date	August 2026
Review cycle	EVERY TWO YEARS Policies will be reviewed in line with Grace Schools's internal policy schedule and/or updated when new legislation comes into force
Description of changes	Rebranding from DEMAT to Grace Schools Changes to reflect change from Local Governing Bodies to Regional Schools Boards



Application of this Procedure

This procedure applies to all third parties making or planning to make Freedom of Information requests to Grace Schools.

1. Introduction

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all Multi-academy Trusts, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect schools to provide in order to meet their commitments under the model publication scheme.

The publication scheme sets out:

- The classes of information which we publish or intend to publish; ·
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The ICO expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is



available for you on our website (www.graceschools.org.uk) to download and print off. Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner. We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it. Grace Schools does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

2. How to request information

If you require a paper version of any of the documents within the scheme, please contact Grace Schools by telephone, email, or letter. Contact details are set out below:

Email: dpo@graceschools.org.uk

Telephone: 01353 656760

Address: Grace Building, 8 High Street, Ely, Cambridgeshire
CB7 4JU

If the information that you are looking for is not available via this scheme and is not on the schools' or Grace Schools's website, you can still contact Grace Schools to ask if we have it.



3. Paying for information

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 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 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 publicly funded organisations, 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.

Written requests for Information held by Grace Schools that are 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.



4. Classes of information currently published

Information to be published.	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Grace Schools and Academy websites
<i>Who's who in Grace Schools and its academies</i>	Grace Schools and Academy websites
<i>Members, Trustees and Local Governing Boards members and the basis of their appointment</i> The names, and contact details of Members, Trustees and Local Governing Board members should be available and the basis on which they have been appointed.	Grace Schools and Academy websites
<i>Instrument of Government / Articles of Association</i> The Articles of Association set out the legal status of the Trust and its charitable objects.	Grace Schools website

The Scheme of Delegation sets out the lines of responsibility and accountability in the Trust so that roles and responsibilities in the governance and executive structures are clear at a Trust and Local level.	
Contact details for the Head teacher and for the governing body, via the academy	Academy websites
Academy prospectus (if any)	Academy websites (where applicable)
Annual Report	Grace Schools Website
Staffing structure	Grace Schools and Academy websites
Academy session times and term dates	Academy websites
Address of academies and contact details, including email address.	Academy websites
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 as a minimum	Soft copy from Grace Schools



<i>Annual budget plan and financial statements</i> Details of the individual academies budgets distributed by the Local Authority and Grace Schools or its academies' annual income and expenditure returns.	Soft copy from Grace Schools. Financial statements available from Grace Schools website.
<i>Capital funding</i> Details of the capital funding allocated to the academies together with information on related building projects and other capital projects.	Soft copy from Grace Schools
<i>Financial audit reports</i>	Soft copy from Grace Schools
<i>Details of expenditure items over £2000</i>	Soft copy from Grace Schools
<i>Procurement and contracts that Grace Schools has entered into</i>	Soft copy from Grace Schools
<i>Pay policy</i>	Grace Schools website

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.	Soft copy from Grace Schools
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.	Soft copy from Grace Schools
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual Trustees.	Soft copy from Grace Schools
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	Soft copy from Grace Schools and/or from Grace Schools website.
<i>Profile of Academies</i> • Performance data supplied to the English Government • The latest Ofsted report - Summary - Full report • Post-inspection action plan	Soft copy from Grace Schools and from the academy website.

<i>Performance management policy and procedures in place across Grace Schools academies.</i>	Grace Schools website
<i>Grace Schools and/or individual academies' future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</i>	Soft copy from Grace Schools and Consultation section on Grace Schools website.
<i>Safeguarding and child protection</i>	Grace Schools website (Safeguarding Policy) and individual academies websites (local Safeguarding staff).
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	Grace Schools website for process (see Scheme of Delegation). Soft copy from Grace Schools (for records of decisions).

Admissions policy/decisions (not individual admission decisions) – where applicable	Grace Schools and individual academies websites.
Agendas and minutes of meetings of the Trust Board and its committees. Also, of the Governing Bodies for academies which are part of Grace Schools (NB this will exclude information that is properly regarded as private to the meetings).	Soft copy from Grace Schools
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Soft copy from Grace Schools website
<i>Records management and personal data policies, including:</i> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Soft copy from Grace Schools website
<i>Charging regimes and policies</i> This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state	Grace Schools website. Also, soft copy from Grace Schools.

what costs are to be recovered, the basis on which they are made and how they are calculated.	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Soft copy or website (some information may only be available by inspection)
Curriculum circulars and statutory instruments	Soft copy from Grace Schools
Disclosure logs	Soft copy from Grace Schools (unless exemptions apply).
Asset register	Soft copy from Grace Schools
Any information Grace Schools is currently legally required to hold in publicly available registers	Soft copy from Grace Schools
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Soft copy from Grace Schools or from academies or Grace Schools website;



Current information only	some information may only be available by inspection
Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: • Extra-curricular activities • Out of school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees • Leaflets, booklets and newsletters.	Soft copy from Grace Schools or from academies or Grace Schools website; some information may only be available by inspection



5. The method by which information published under this scheme will be made available

The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Trust, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Trust 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. An appointment to view the information will be arranged 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 an authority is legally required to translate any information, it will do so.

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 in accordance with this scheme.

6. Feedback and Complaints

We welcome any comments or suggestions you have about the scheme. If you want to make any comments around this publication scheme or if you require further assistance or wish to make a complaint, then this should initially be sent to complaints@graceschools.org.uk.



If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, 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 deals with formal complaints. They can be contacted at

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Associated Policies and Documents

This Policy/Procedure should be read in conjunction with the following Grace Schools Policies/Procedures:

Data Protection Policy

Version control

No.	Status of document/changes	Prepared by	Reviewed by	Approved by	Date of approval
1.	Baseline policy introduced	Data Protection Officer		Standards and Ethos Committee	November 2018
2.	Updated with new format	Head of Governance	Data Protection Officer	COO	August 2022
3.	Annual Review – no material changes	Data Protection Officer		CEO	January 2024 June 2025
4.	Rebranding from DEMAT to Grace Schools	Data Protection Officer		CEO	August 2026

This document will be reviewed every two years.

For all questions in relation to this procedure, please contact
dpo@gracechools.org.uk