Document Title	**Publication Scheme**
Committee Responsible for Policy	Resources Committee
Review Frequency	Every three years
Last Reviewed	November 2025
Next Review Due	November 2028
Policy Author	Director of Finance & Operations

Assessment of the Impact of a Policy on Equality & Diversity

Policy: Publication Scheme	

Impact assessed by: R Lane		**Date:** 13/11/2025	

1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else?

The Trust could be less forthcoming with publishing information benefiting people from protected groups than information benefiting the general population.

2. How would this be evidenced?

By reviewing the Scheme in light of this possibility.

3. What is the impact of the policy and latest changes on people with protected characteristics?

Protected Characteristic	Impact before change*	Impact after change*	Comments
Age	Neutral	Neutral	
Disability	Neutral	Neutral	
Gender Reassignment	Neutral	Neutral	
Marriage and civil partnership	Neutral	Neutral	
Pregnancy and maternity	Neutral	Neutral	
Race	Neutral	Neutral	
Religion or belief	Neutral	Neutral	
Sex	Neutral	Neutral	
Sexual orientation	Neutral	Neutral	

* Positive/Negative/Neutral.

4. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy and latest changes pass or fail this test?

Pass

Publication Scheme

Freedom of Information Act 2000

Contents

Guide to information available from Twyford Church of England Academies Trust under the model publication scheme

Information to be published	How the information can be obtained	Cost (See below)
CLASS 1 – Who we are and what we do (Organisational information, structures, locations & contacts)		
Who's who in the organisation	Executive Planning and Reporting Lead (clerks@twyfordacademies.org.uk)	
Who's who on the Governing Body and the basis of their appointment	Clerks Team(clerks@twyfordacademies.org.uk)	
Instrument of Government	Clerks Team	
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone numbers and email address (if used)	Clerks Team (clerks@twyfordacademies.org.uk)	
School Prospectuses	Executive Planning and Reporting Lead (clerks@twyfordacademies.org.uk) On School websites: https://twyford.org.uk/about-us/prospectus https://williamperkin.org.uk/about-us/prospectus https://ealingfields.org.uk/about-us/prospectus https://adalovelace.org.uk/about-us/prospectus	
Staffing Structure	Executive Planning and Reporting Lead (clerks@twyfordacademies.org.uk)	
School session times and term dates	On School websites https://twyford.org.uk/attending-our-school/termdates https://williamperkin.org.uk/attending-our-school/termdates https://ealingfields.org.uk/attending-our-school/term-dates https://adalovelace.org.uk/attending-our-school/termdates	

Information to be published	How the information can be obtained	Cost (See below)
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 budget plan and financial statements	Director of Finance & Operations (clerks@twyfordacademies.org.uk) Financial statements on Trust website: https://twyfordacademies.org.uk/key-documentation/reports	
Capitalised funding	Director of Finance & Operations (clerks@twyfordacademies.org.uk)	
Additional funding	Director of Finance & Operations (clerks@twyfordacademies.org.uk)	
Procurement and projects	Director of Finance & Operations (clerks@twyfordacademies.org.uk)	
Pay Policy	Clerks Team (clerks@twyfordacademies.org.uk)	
Staffing and grading structure	Director of Finance & Operations (clerks@twyfordacademies.org.uk)	
Governors' allowances	Clerks Team (clerks@twyfordacademies.org.uk)	

Information to be published	How the information can be obtained	Cost (See below)
CLASS 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
School Profiles Government supplied performance data The latest Ofsted report Summary Full report	Clerks Team (clerks@twyfordacademies.org.uk) On School Websites https://twyford.org.uk/about-us/reports-exam-results https://williamperkin.org.uk/about-us/reports-and-exam-reports https://ealingfields.org.uk/about-us/reports https://adalovelace.org.uk/about-us/reports	
Performance management policy and procedures adopted by the Governing Body	Clerks Team (clerks@twyfordacademies.org.uk)	
School's future plans	Executive Planning and Reporting Lead (clerks@twyfordacademies.org.uk)	
Every Child Matters – policies and procedures	Clerks Team (clerks@twyfordacademies.org.uk)	

Information to be published	How the information can be obtained	Cost (See below)
CLASS 4 – How we make decisions (Decision making process and records of decisions)		
Admissions policy/decisions (not individual admission decisions)	On school websites: https://twyford.org.uk/attending-our-school/admissions https://williamperkin.org.uk/attending-our-school/admissions https://ealingfields.org.uk/attending-our-school/admissions https://adalovelace.org.uk/attending-our-school/admissions	
Performance management policy and procedures adopted by the Governing Body	Clerks Team (clerks@twyfordacademies.org.uk)	
Agendas of meetings of the Governing Body and its sub-committees	Clerks Team (clerks@twyfordacademies.org.uk)	
Minutes of meetings (as above)	Clerks Team (clerks@twyfordacademies.org.uk)	

Information to be published	How the information can be obtained	Cost (See below)
CLASS 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Trust Policies including: - Charging and remissions policy Health & Safety Complaints procedure Staff conduct policy Discipline and grievance policies Equality and diversity (including equal opportunities) policies Staff recruitment policies Pupil and curriculum policies, including: - Home School agreement Curriculum Sex Education Special Education Needs Accessibility Race Equality Collective Worship Pupil Discipline	Some policies are published on the Trust's website: https://twyfordacademies.org.uk/key-documentation/policies Others are available from Clerks Team (clerks@twyfordacademies.org.uk)	

Information to be published	How the information can be obtained	Cost (See below)
Records management and personal data policies including: - Information security policies Records retention , destruction and archive policies Data Protection (including information sharing policies)	Clerks Team (clerks@twyfordacademies.org.uk)	
Charging regimes and policies including details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated	Richard Lane (Director of Finance & Operations)	

Information to be published	How the information can be obtained	Cost (See below)
CLASS 6 – Lists and Registers (Currently maintained lists and registers only)		
Curriculum circulars and statutory instruments		
Disclosure logs (CRB)	Richard Lane (Director of Finance & Operations)	
Asset Register	Richard Lane (Director of Finance & Operations)	
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	Richard Lane (Director of Finance & Operations)	

Information to be published	How the information can be obtained	Cost (See below)
CLASS 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra – curricular activities	Executive Planning and Reporting Lead (clerks@twyfordacademies.org.uk)	
Out of school clubs	Executive Planning and Reporting Lead (clerks@twyfordacademies.org.uk)	
News about Trust schools is found on each Trust website.	Available on the school websites: https://twyford.org.uk/news https://williamperkin.org.uk/news https://ealingfields.org.uk/news https://adalovelace.org.uk/news	
Services for which the school is entitled to recover a fee, together with those fees	Richard Lane (Director of Finance & Operations)	
Leaflets, publications,books and newsletters	Administration (Office@twyford.ealing.sch.uk)	

Feedback

We welcome your feedback so that we can make the publication scheme more useful for you. Did you find the layout of the scheme helped you to find the information you wanted? What other information would you like to see in this scheme? How else might we improve the scheme?

Feedback should be sent to: -

Clerks Team
Twyford Church of England Academies Trust
Twyford Crescent
Acton
London
W3 9PP

Email: - clerks@twyford.ealing.sch.uk

Contact Details: -

Twyford Church of England Academies Trust
Twyford Crescent
Acton
London
W3 9PP

Tel: - 0208 752 0141
Fax: - 0208 993 7627
Website: - www.twyfordacademies.org.uk

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