



**Twyford**  
**C of E**  
Academies Trust

<b>Document Title</b>	<b>Publication Scheme</b>
<b>Committee Responsible for Policy</b>	<b>Resources Committee</b>
<b>Review Frequency</b>	<b>Every three years</b>
<b>Last Reviewed</b>	<b>January 2020</b>
<b>Next Review Due</b>	<b>January 2023</b>
<b>Policy Author</b>	<b>Director of Finance &amp; Operations</b>

## Assessment of the Impact of a Policy on Equality & Diversity

<b>Policy:</b> Publication Scheme	
<b>Impact assessed by:</b> R Lane	<b>Date:</b> 13/1/2020
<b>1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else?</b>  The Trust could be less forthcoming with publishing information benefiting people from protected groups than information benefiting the general population.	
<b>2. How would this be evidenced?</b>  By reviewing the Scheme in light of this possibility.	
<b>3. Is there evidence that the operation of the current policy might impact a person or group with a protected characteristic differently from everyone else?</b>  No.	
<b>4. If the answer to 3 is 'Yes', please provide details and evidence.</b>  	
<b>5. How might the new policy change this?</b>  	
<b>6. Are there any other changes to the policy which might impact a group with a protected characteristic differently from everyone else?</b>  No.	
<b>7. If the answer to 6 is 'Yes', please provide details and evidence.</b>  	
<b>8. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy passes or fails this test?</b>  PASS	

**Publication Scheme**  
**Freedom of Information Act 2000**

**Contents**

Class 1:	Who we are and what we do	4
Class 2:	What we spend and how we spend it	5
Class 3:	What our priorities are and how we are doing	6
Class 4:	How we make decisions	7
Class 5:	Our policies and procedures	8
Class 6:	Lists and registers	9
Class 7:	The service we offer	10
	Feedback	11
	Contact details	12
	Basis of Charges	12

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)
<p><b>CLASS 1 – Who we are and what we do</b> (Organisational information, structures, locations &amp; contacts)</p>		
Who's who in the organisation	Mrs Claudine Mann (Headteacher's PA)	
Who's who on the Governing Body and the basis of their appointment	Mrs Valerie Drake (Senior Clerk to the Trust)	
Instrument of Government	Mrs Valerie Drake (Senior Clerk to the Trust)	
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone numbers and email address (if used))	Mrs Valerie Drake (Senior Clerk to Trust)	
School Prospectuses	Mrs Claudine Mann (Headteacher's PA) On School websites: <a href="http://www.twyford.ealing.sch.uk">www.twyford.ealing.sch.uk</a> <a href="http://www.williamperkin.org.uk">www.williamperkin.org.uk</a> <a href="http://www.ealingfields.org.uk">www.ealingfields.org.uk</a> <a href="http://www.adalovelace.org.uk">www.adalovelace.org.uk</a>	
Staffing Structure	Mrs Claudine Mann (Headteacher's PA)	
School session times and term dates	(Associate Headteachers) On School websites <a href="http://www.twyford.ealing.sch.uk">www.twyford.ealing.sch.uk</a> <a href="http://www.williamperkin.org.uk">www.williamperkin.org.uk</a> <a href="http://www.ealingfields.org.uk">www.ealingfields.org.uk</a> <a href="http://www.adalovelace.org.uk">www.adalovelace.org.uk</a>	

Information to be published	How the information can be obtained	Cost (See below)
<p><b>CLASS 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		
Annual budget plan and financial statements	Richard Lane – Director of Finance & Operations Financial statements on Trust website: <a href="http://www.twyfordacademies.org.uk">www.twyfordacademies.org.uk</a>	
Capitalised funding	Richard Lane – Director of Finance & Operations	
Additional funding	Richard Lane – Director of Finance & Operations	
Procurement and projects	Richard Lane – Director of Finance & Operations	
Pay Policy	Mrs Valerie Drake (Senior Clerk to Trust)	
Staffing and grading structure	Richard Lane – Director of Finance & Operations	
Governors’ allowances	Mrs Valerie Drake (Senior Clerk to Trust)	

Information to be published	How the information can be obtained	Cost (See below)
<p><b>CLASS 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>School Profiles Government supplied performance data The latest Ofsted report Summary Full report</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust) On School Websites <a href="http://www.twyford.ealing.sch.uk">www.twyford.ealing.sch.uk</a> <a href="http://www.williamperkin.org.uk">www.williamperkin.org.uk</a> <a href="http://www.ealingfields.org.uk">www.ealingfields.org.uk</a> <a href="http://www.adalovelace.org.uk">www.adalovelace.org.uk</a></p>	
<p>Performance management policy and procedures adopted by the Governing Body</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust)</p>	
<p>School's future plans</p>	<p>Mrs Claudine Mann (Headteacher's PA)</p>	
<p>Every Child Matters – policies and procedures</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust)</p>	

Information to be published	How the information can be obtained	Cost (See below)
<p><b>CLASS 4 – How we make decisions</b> (Decision making process and records of decisions)</p>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>On school websites:  <a href="http://www.twyford.ealing.sch.uk">www.twyford.ealing.sch.uk</a>  <a href="http://www.williamperkin.org.uk">www.williamperkin.org.uk</a>  <a href="http://www.ealingfields.org.uk">www.ealingfields.org.uk</a>  <a href="http://www.adalovelace.org.uk">www.adalovelace.org.uk</a></p>	
<p>Performance management policy and procedures adopted by the Governing Body</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust)</p>	
<p>Agendas of meetings of the Governing Body and its sub-committees</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust)</p>	
<p>Minutes of meetings (as above)</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust)</p>	

Information to be published	How the information can be obtained	Cost (See below)
<p><b>CLASS 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Trust Policies including: - Charging and remissions policy Health &amp; Safety Complaints procedure Staff conduct policy Discipline and grievance policies Equality and diversity (including equal opportunities) policies Staff recruitment policies</p>	<p>Some policies are published on the Trust’s website: <a href="http://www.twyfordacademies.org.uk">www.twyfordacademies.org.uk</a> Others are available from Mrs Valerie Drake (Senior Clerk to the Trust)</p>	
<p>Pupil and curriculum policies, including: - Home School agreement Curriculum Sex Education Special Education Needs Accessibility Race Equality Collective Worship Pupil Discipline</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust) School Handbook for Parents &amp; Students</p>	
<p>Records management and personal data policies including: - Information security policies Records retention , destruction and archive policies Data Protection (including information sharing policies)</p>	<p>Mrs Valerie Drake (Senior Clerk to the Trust)</p>	
<p>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</p>	<p>Richard Lane (Director of Finance &amp; Operations)</p>	



Information to be published	How the information can be obtained	Cost (See below)
<b>CLASS 6 – Lists and Registers</b> (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)
<p><b>CLASS 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
Extra – curricular activities	Mrs Claudine Mann (Headteacher’s PA)	
Out of school clubs	Mrs Claudine Mann (Headteacher’s PA)	
<p>School publications <i>Twyford Times, Heading Home &amp; Tuned In etc.</i></p>	<p>Available on the school websites:  <a href="http://www.twyford.ealing.sch.uk">www.twyford.ealing.sch.uk</a>  <a href="http://www.williamperkin.org.uk">www.williamperkin.org.uk</a>  <a href="http://www.ealingfields.org.uk">www.ealingfields.org.uk</a>  <a href="http://www.adalovelace.org.uk">www.adalovelace.org.uk</a></p>	
Services for which the school is entitled to recover a fee, together with those fees	Richard Lane (Director of Finance & Operations)	
Leaflets, 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: -

Mrs Valerie Drake  
Senior Clerk to the Trust  
Twyford Church of England Academies Trust  
Twyford Crescent  
Acton  
London  
W3 9PP

Email: - [clerks@twyford.ealing.sch.uk](mailto: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](http://www.twyfordacademies.org.uk)

## **BASIS OF CHARGES**

In accordance with Freedom of information legislation, the Trust will charge for the costs of disbursements on photocopying, printing, postage and packing etc for requests which cost less than £450 to fulfil. The Trust may charge for or decline requests which cost more than £450 to fulfil. The cost of providing information is calculated based on a labour charge of £25 per hour plus disbursements. When we receive a freedom of information request we will assess the cost of fulfilling it and notify the requester of the charge. If the charged amount is not received within 3 months then we will assume that the request has been dropped.