



**SOUTH WEST ESSEX**  
COMMUNITY EDUCATION TRUST

Policy Name	<b>FOI Publication Scheme</b>
Approved by	Finance, HR & Audit Committee
Date Approved	21/02/2023
To be Reviewed by	February 2024

## Introduction

This Scheme Commits the Trust:

- 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.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 Model publication scheme Model publication scheme Version 1.2 20151023 2 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.

For the purposes of this scheme:

**SWECET** – South West Essex Community Education Trust

**WES** – William Edwards School

**OHA** – Orsett Heath Academy

**MPA** – Marshalls Park Academy

**SCP** – Stifford Clays Primary

**CSM** – Chadwell St Mary Primary

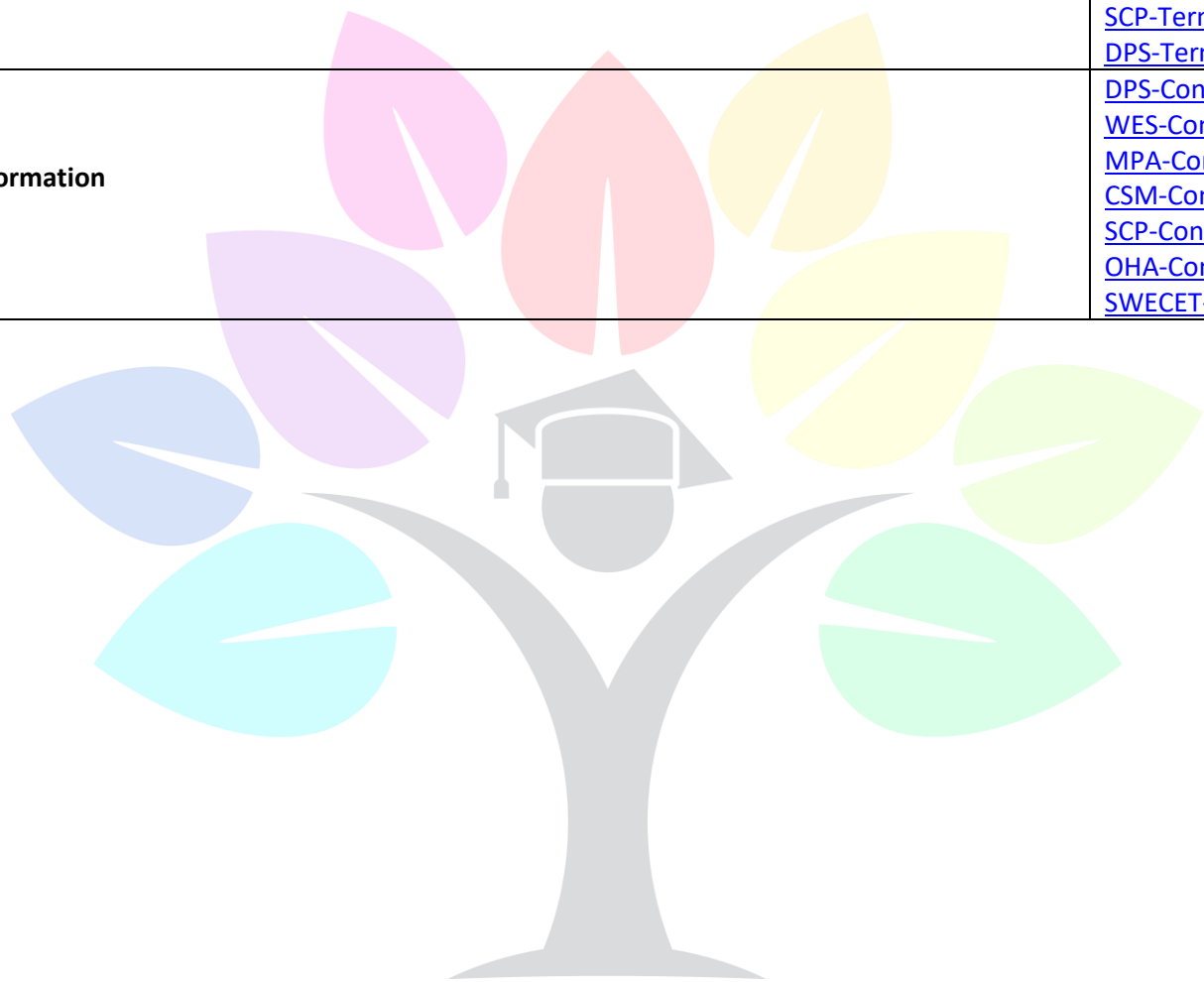
**DPS** – Denholm Primary School

## Class 1 – Who we are and what we do

Organisational information, structures, locations and contacts

Information to be published	Location
<b>Instrument of Government or Articles of Association</b>	<a href="#">SWECET-Statutory Information</a>
<b>School Prospectus</b> – please see links to our three secondary schools	<a href="#">WES-Admissions</a> <a href="#">OHA-Prospectus</a> <a href="#">MPA-Prospective Parents</a>
<b>An outline of the school curriculum</b>	<a href="#">MPA-Our Curriculum</a> <a href="#">SCP-Curriculum</a> <a href="#">WES-Curriculum Vision &amp; Model Curriculum – Deneholm Curriculum – Orsett Heath (<a href="http://orsettheathacademy.org.uk">orsettheathacademy.org.uk</a>)</a> <a href="#">Curriculum – Chadwell (<a href="http://chadwellstmary.org.uk">chadwellstmary.org.uk</a>)</a>
<b>Trust Board / Governing Body Overview</b>	<a href="#">SWECET-Governance</a> <a href="#">SWECET-Our People</a>
<b>Information About &amp; Duties of the Trustees/Governors</b>	<a href="#">SWECET-Governance</a>
<b>Gender Pay Gap Reporting</b>	<a href="#">SWECET-Statutory Information</a>
<b>School Session Times</b>	<a href="#">DPS-School day</a> <a href="#">OHA-School Day</a> <a href="#">WES-Diary Dates</a> <a href="#">MPA-The School Day</a> <a href="#">CSM-The School Day</a> <a href="#">SCP-The School Day</a>

<b>School Term Dates</b>	<a href="#">WES-Diary Dates</a> <a href="#">OHA-Diary Dates</a> <a href="#">MPA-Term Dates</a> <a href="#">CSM-Term Dates</a> <a href="#">SCP-Term Dates</a> <a href="#">DPS-Term Dates</a>
<b>Location and Contact Information</b>	<a href="#">DPS-Contact us</a> <a href="#">WES-Contact us</a> <a href="#">MPA-Contact us</a> <a href="#">CSM-Contact us</a> <a href="#">SCP-Contact us</a> <a href="#">OHA-Contact Us</a> <a href="#">SWECET-Get in Touch</a>



## Class 3 – What Our Priorities Are & How We Are Doing

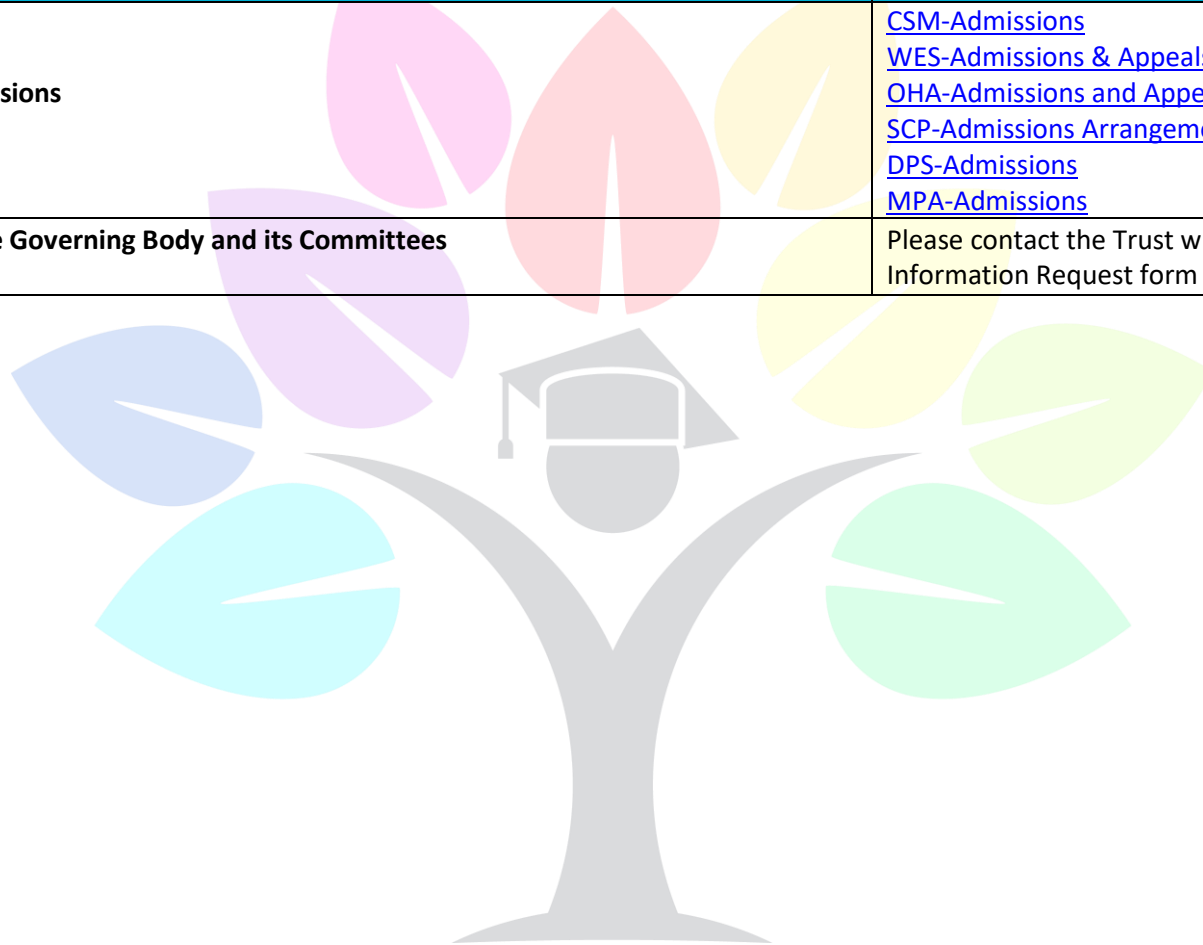
Strategies and plans, performance indicators, audits, inspections and reviews

Information to be published	Location
<b>Performance Data Supplied to the Government</b> – no current information available for OHA	<a href="#">MPA - School Data in England</a> <a href="#">WES-School data in England</a> <a href="#">CSM-School data in England</a> <a href="#">SCP-School data in England</a> <a href="#">DPS-School data in England</a>
<b>Latest Ofsted Report</b> – Orsett Heath Academy is a new school and has not yet been inspected	<a href="#">SCP-Ofsted</a> <a href="#">WES-Ofsted</a> <a href="#">MPA-Ofsted</a> <a href="#">CSM-Ofsted</a> <a href="#">DPS-Ofsted</a>
<b>Exam &amp; Assessment Results</b> – Orsett Heath Academy is a new school and has not produced exam results	<a href="#">WES-Exam Results</a> <a href="#">MPA-Exam Results</a> <a href="#">DPS-Academic Data</a> <a href="#">CSM-Academic Data</a> <a href="#">SCP-Academic Data</a>
<b>Performance Tables</b>	<a href="#">WES-Exam Results</a> <a href="#">MPA-Exam Results</a> <a href="#">DPS-Academic Data</a> <a href="#">CSM-Academic Data</a> <a href="#">SCP-Academic Data</a>

## Class 4 – How We Make Decisions

Decision Making Processes and Records of Decisions

Information to be published	Location
<b>Admissions Policy &amp; Decisions</b>	<a href="#">CSM-Admissions</a> <a href="#">WES-Admissions &amp; Appeals</a> <a href="#">OHA-Admissions and Appeals</a> <a href="#">SCP-Admissions Arrangements</a> <a href="#">DPS-Admissions</a> <a href="#">MPA-Admissions</a>
<b>Minutes of Meetings of the Governing Body and its Committees</b>	Please contact the Trust with a completed Freedom of Information Request form



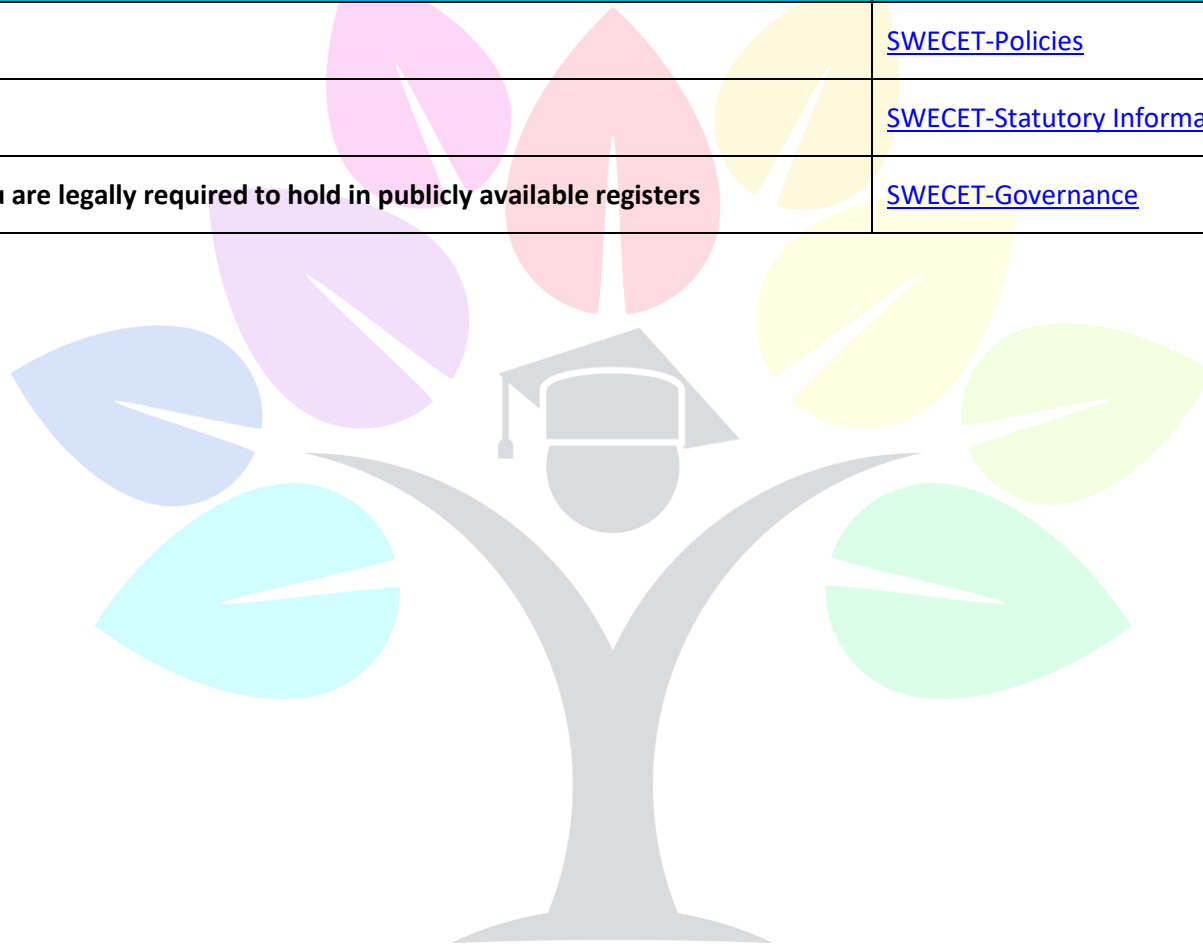
## Class 5 – Our Policies & Procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Information to be published	Location
<b>School Policies &amp; Other Documents</b> <b>Data Protection Policies</b> <b>Equality &amp; Diversity</b> <b>Safeguarding &amp; Child Protection</b> <b>Health &amp; Safety Policy</b> <b>Complaints Procedures, including for dealing with parental complaints</b> <b>Charging Regimes</b>	<a href="#">SCP-Policies</a> <a href="#">CSM-Policies</a> <a href="#">DPS-Policies</a> <a href="#">WES-Policies</a> <a href="#">MPA-Policies</a> <a href="#">OHA-Policies</a> <a href="#">SWECET-Policies</a>
<b>Recruitment of Staff</b>	<a href="#">SWECET-Vacancies</a>
<b>Careers Programme Information</b>	<a href="#">WES-Careers</a> <a href="#">MPA-Careers and Raising Aspirations</a> <a href="#">OHA-Careers Guidance</a>

## Class 6 – Lists & Registers

Information to be published	Location
CCTV	<a href="#">SWECET-Policies</a>
Asset Register	<a href="#">SWECET-Statutory Information</a>
Any information that you are legally required to hold in publicly available registers	<a href="#">SWECET-Governance</a>





## Class 7 – The Services We Offer

Information about the services the school provides, including leaflets, guidance and newsletters.

Information to be published	Location
<b>Extra-curricular Activities</b>	<a href="#">CSM-Clubs</a> <a href="#">WES-Pupils as Listeners</a> <a href="#">WES-Enrichment</a> <a href="#">WES-Extra-Curricular</a> <a href="#">WES-Personal Development</a> <a href="#">OHA-Extra-Curricular</a> <a href="#">OHA-Personal Development</a> <a href="#">MPA-School Clubs</a>
<b>Out of School Clubs</b>	<a href="#">CSM-Clubs</a> <a href="#">WES-Duke of Edinburgh</a> <a href="#">MPA-Duke of Edinburgh</a>
<b>Services for which the school is entitled to recover a fee, together with those fees</b>	<a href="#">SCP-Nursery</a> <a href="#">SCP-School Dinners</a> <a href="#">CSM-School Dinner Menu</a> <a href="#">OHA-School Meals</a> <a href="#">WES-School Meals</a> <a href="#">MPA-Our Canteen</a>
<b>Newsletters</b>	<a href="#">DPS-Newsletters</a> <a href="#">CSM-Newsletters</a> <a href="#">WES-News</a> <a href="#">OHA-News</a> <a href="#">MPA-Newsletters</a>

## **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 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 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. 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**

Information held by the Trust 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.

### **Charges & Fees**

Where information is available on our websites it is free of charge. Where information is not available on our website but forms part of our Publication Scheme it is free of charge. Where information is available on our website, but you have requested a hard copy a charge can be made to cover costs, please see below.

- Photocopying/printing @ 10p per sheet (black & white)
- Photocopying/printing @ 15p per sheet (colour)
- Postage – applied at cost of Royal Mail standard 2nd class post