Publication Scheme on information available under the Freedom of Information Act 2000

1. Introduction

The Freedom of Information Act 2000 (FOIA) promotes openness and transparency by giving the public a right of access to recorded information held by public authorities. Jigsaw Learning Trust is committed to being open and accountable and to making information about the Trust and its academies accessible wherever possible.

The Trust has adopted the Information Commissioner's Office (ICO) Model Publication Scheme. This Guide to Information explains the types of information routinely made available by the Trust and its academies, how the information can be accessed and whether a charge may apply. The ICO Model Publication Scheme itself is a separate document and must be published unchanged alongside this Guide and the Trust's Schedule of Fees.

2. Aims and objectives

The Trust aims to:

- Enable every child to fulfil their learning potential through education tailored to individual needs.
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

This Guide supports the Trust's commitment to transparency and accountability in pursuing these aims.

3. Classes of information

The Guide is organised into the seven classes set out in the ICO Model Publication Scheme. The examples below describe the information the Trust and its academies make available, subject to the information being held and any applicable legal restrictions.

4. How to access information and make a request

Information available online can be accessed through the Trust's or relevant academy's website. If you require a paper copy, an alternative format, or help locating information, please contact the relevant academy or the Trust.

Fulwell Infant School email	info@fulwellinfant.org.uk
Telephone	0191 561 5666
Postal address	Fulwell Infant School Academy, Ebdon Lane, Fulwell, Sunderland, SR6 8ED

The contact details above are for Fulwell Infant School. For information held by another academy, please contact that academy using the details published on its website. Requests may also be sent to the Trust through its published contact details. You do not need to refer to FOIA or mark your correspondence as a "publication scheme request". Please describe the information you are seeking as clearly as possible.

If the information you need is not listed in this Guide, you may still make a request under FOIA. The Trust will consider whether it holds the information and whether it can be disclosed. The usual statutory response time is 20 working days, subject to the provisions of FOIA.

5. Paying for information

- Information available on the Trust's or an academy's website is free to access.
- Information supplied electronically will normally be provided free of charge.
- A reasonable charge may be made for paper copies, printing, photocopying and postage where these costs are incurred.
- Any charge will be explained in advance and will be based on the applicable costs and the Trust's published Schedule of Fees.

The Trust will not charge for online access to information under the publication scheme. Any fee must be justified, transparent and kept to a minimum.

6. Classes of information currently published

Class 1 – Who we are and what we do

- Trust and academy structure, functions and responsibilities.
- Names and relevant governance information for Trust Members, Trustees/Directors and Local Governing Body members.
- Governance structure, committees and terms of reference, where published.
- Contact details for the Trust, academies, Principals and relevant governance contacts.
- Academy prospectuses, locations, session times and term dates.
- Memorandum and Articles of Association, funding agreements and supplementary funding agreements.

Class 2 – What we spend and how we spend it

- Audited annual accounts and financial statements.
- Published budget information and details of funding, including capital and additional funding.
- Procurement procedures, tendering information and details of significant projects, where publishable.
- Pay policies and information about senior employee remuneration where required to be published.
- Information about Trustees' and Members' expenses or allowances, where applicable.

Class 3 – What our priorities are and how we are doing

- Trust and academy profiles, strategic priorities and published improvement plans.
- Published government performance data and links to relevant Department for Education information.
- Latest Ofsted inspection reports or links to the reports.
- Pupil Premium and PE and Sport Premium statements and reports, where applicable.
- Safeguarding policies and other published information about academy performance.

Class 4 – How we make decisions

- Admissions arrangements and policies (excluding personal information about individual admission decisions).
- Agendas, approved minutes and papers of Trust Board, committee and Local Governing Body meetings, where available for publication and subject to applicable exemptions.

Class 5 – Our policies and procedures

- Charging and remissions; health and safety; complaints; staff conduct, discipline and grievance; staffing and recruitment; equality and diversity; curriculum; relationships, sex and health education; SEND; accessibility; behaviour and attendance; safeguarding; information security; data protection and information sharing; records retention and disposal; and other relevant Trust and academy policies.

Class 6 – Lists and registers

- Published registers of interests for Members, Trustees/Directors and Local Governing Body members, as required.
- Asset register or information about significant assets, where held and appropriate for publication.
- Disclosure logs, where maintained and suitable for publication.
- Other registers or lists which the Trust is legally required or has decided to make publicly available. Individual pupil attendance registers are not routinely published.

Class 7 – The services we offer

- Information about education and other services provided by the Trust and its academies.
- Extra-curricular activities, clubs, nursery provision and wraparound care, where offered.
- Information about catering, meals and other academy services.
- Academy publications, leaflets, newsletters and details of services for which fees may be charged.

7. Information that may not be published

Some information may not be routinely published where it is exempt from disclosure under FOIA or protected by another legal obligation. This may include personal information, information relating to safeguarding, legally privileged information, or commercially sensitive information where an applicable exemption applies.

A document is not automatically exempt simply because it is marked confidential. Requests will be considered individually and any relevant exemption applied in accordance with the law. Where appropriate, the Trust will consider whether non-exempt parts of a document can be disclosed with redactions. Archived or difficult-to-access information may not be routinely available under this Guide, but a request for it can still be made and will be considered under FOIA.

8. Feedback, complaints and internal review

The Trust welcomes comments or suggestions about this Guide. If you are dissatisfied with the way a request has been handled, you should first contact the Trust and ask for an internal review of the decision. Wherever practicable, the review will be undertaken by someone who was not involved in the original decision.

If you remain dissatisfied after the Trust's internal review, you may complain to the Information Commissioner's Office (ICO):

Website: https://ico.org.uk/make-a-complaint/

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

9. Review

This Guide will be reviewed annually by Jigsaw Learning Trust, and sooner if required, to ensure that it remains accurate, accessible and consistent with FOIA requirements and relevant guidance. The Trust and its academies will keep the information listed in this Guide under review and update it when necessary.