



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

1. Introduction

The Freedom of Information Act 2000 (FOIA) aims to make public authorities more transparent, encouraging openness about the information they hold and how they make decisions.

To achieve this, the Jigsaw Learning Trust has produced this **publication scheme**, which sets out:

1. The classes of information the Trust and its academies publish or intend to publish;
2. How the information will be published; and
3. Whether the information is available free of charge or for a fee.

Some information may not be published, such as personal data or information protected by law. This scheme follows the model publication scheme for schools approved by the Information Commissioner.

The Directors of Jigsaw Learning Trust support a culture of openness and accountability and are committed to providing access to information under FOIA. This document sets out how the Trust and its academies comply with FOIA on a day-to-day basis.

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 publication scheme demonstrates our commitment to transparency in pursuing these aims.

3. Categories of Information Published

The scheme is organised into **seven classes** of information, based on the model publication scheme:

1. **Who we are and what we do** - organisational information, locations, contacts, and governance.
2. **What we spend and how we spend it** - financial information including budgets, funding, and procurement.
3. **What our priorities are and how we are doing** - strategies, performance, inspections, and assessments.
4. **How we make decisions** - decision-making processes, agendas, and minutes (excluding confidential items).
5. **Our policies and procedures** - written protocols and policies for delivering functions and responsibilities.
6. **Lists and registers** - statutory registers and other records required by law.
7. **The services we offer** - guidance, advice, and information on services provided by the Trust and academies.

4. Requesting Information

If you require a paper copy of any documents within this scheme, please contact the relevant academy using one of the methods below:

Email: info@fulwellinfant.org.uk

Telephone: 0191 5615666

Postal Address: Fulwell Infant School Academy, Ebdon Lane, Fulwell, Sunderland SR6 8ED

When submitting a request, please clearly mark your correspondence: **"PUBLICATION SCHEME REQUEST"**.

If the information you need is not listed in this scheme, you may still contact the academy directly to ask if we hold it.

5. Paying for Information

- Single copies of information are **free**, unless otherwise stated.
- If fulfilling your request requires significant photocopying, printing, postage, or a priced item (e.g., printed publications or videos), we will inform you of the cost before processing your request.
- Fees, when applicable, will be clearly indicated with a **£** sign in the description of the information.

6. Classes of Information Currently Published

Class 1 – Who we are and what we do

- Academy staff and governance contacts
- Board of Directors and Local Governing Body members, including appointment details
- Contact details for the Principal and Governing Board
- Academy prospectus (available on the website)
- Academy session times and term dates

Class 2 – What we spend and how we spend it

- Annual budget plans and financial statements
- Funding, including capital and additional funding
- Procurement procedures and projects
- Pay policy
- Trustees' and Members' allowances

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

- Academy profile, including government performance data
- Latest Ofsted report (summary and full)
- Performance management policies and procedures
- Academy Improvement Plan
- Safeguarding policies and procedures

Class 4 – How we make decisions

- Admissions policy (excluding individual admission decisions)
- Agendas and minutes of Trustee, Local Governing Body, and sub-committee meetings (excluding confidential items)

Class 5 – Our policies and procedures

- Charging and remissions policy
- Health and Safety
- Complaints procedure
- Staff conduct, discipline, and grievance policies
- Staffing structure implementation plan
- Equality, diversity, and equal opportunities policies
- Staff recruitment policies
- Home-school agreement
- Curriculum policies
- Sex education
- Special educational needs
- Accessibility
- Student discipline

- Information security policies
- Records retention, destruction, and archive policies
- Data protection (including information sharing)

Class 6 – Lists and Registers

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register
- Other statutory registers required by law (**attendance registers are excluded**)

Class 7 – The services we offer

- Extra-curricular activities
- Out-of-academy clubs
- Academy publications
- Services for which fees may be charged, with details of those fees
- Leaflets, books, and newsletters

7. Information We Will Not Publish

The scheme does not generally include:

- Information prohibited from disclosure by law or FOIA exemptions.
- Information that is no longer readily available or stored in archives.
- Minutes or papers declared confidential.

8. Feedback and Complaints

We welcome comments or suggestions about this publication scheme.

- **Initial contact:** Fulwell Infant School Academy
- If you are dissatisfied with the response or wish to make a formal complaint, contact:

Information Commissioner's Office (ICO)

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Enquiry Line: 01625 545 700 or 0303 123 1113

9. Review

This publication scheme will be reviewed annually by the Trust's Directors and Local Governing Bodies to ensure it remains accurate and compliant with FOIA requirements.