



Woodcot
Primary School

TOGETHER WE LEARN AND GROW



UPAT

University of Portsmouth
Academy Trust

Freedom of Information Publication Scheme

UPAT APPROVED

Written by:	Marion Clist (Chief Executive Officer)
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Statutory / Non-Statutory:	Statutory

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1. Introduction

The Freedom of Information Act 2000 applies to the University of Portsmouth Academy Trust and its academies (UPAT or the Trust). This publication scheme commits the Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust.

The Trust has adapted the Model Publication Scheme that has been prepared and approved by the Information Commissioners Office (ICO).

The 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 academy and falls within the classifications below.
- To specify the information that is held by the academy and falls within the classifications below.
- 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 UPAT 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.

2. Classes of Information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections, and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities

List and registers

Information held in registers required by law and other lists and registers relating to the function of the academy.

The service we offer

Advice and guidance, booklets and leaflets and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure

- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

3. The method by which information published under this scheme will be made available

The academy trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Trust, information will be provided on our academy website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the academy will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the academy is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. 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 academy 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 packing
- the costs directly incurred because 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 published schedule or schedules of fees which is readily available to the public.

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 the provision of the information.

5. 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.

6. Contact Details

If you require a paper version of any information, or want to ask whether information is available, please contact the academy reception by telephone, email, or letter. Contact details are set out below or you can visit the academy website.

Website: www.upat.org.uk

Tel: 01329 234381

Email: cfo@upat.org.uk

Address: University of Portsmouth Academy Trust, C/O Woodcot Primary School, Tukes Ave, Gosport PO13 0SG

To help us process requests quickly, any correspondence should be clearly marked "PUBLICATION SCHEME REQUEST".

7. Monitoring, evaluation, and review

The trustee board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy trust.

- **Annex 1: guide to information available from the Trust under the Model Publication Scheme**

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 1 – Who we are and what we do Organisational information, structures, locations, and contacts This will be current information only		
Who is in the academy	Website	Free of charge
Who is who on the Trustee Board and the basis of their appointment	Website	Free of charge
Instrument of Government	Hard copy	Schedule of charges
Contact details for the Principal and for the Trustee Board (named contacts where possible with telephone number and Email address (if used))	Website	Free of charge
Academy prospectus	Website	Free of charge
Annual Review	Website	Free of charge
Staffing structure	Hard copy	Schedule of charges
Academy sessions times and term dates	Website	No charge
Information to be published	How the information can be obtained (hard copy and/or website)	Cost
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 Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy	Schedule of charges
Capitalised funding	Hard copy	Schedule of charges
Additional funding	Hard copy	Schedule of charges
Procurement and projects	Hard copy	Schedule of charges
Pay policy	Hard copy	Schedule of charges
Staffing and grading structure	Hard copy	Schedule of charges
Trustees' allowances	Hard copy	Schedule of charges
Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 3 – what our priorities are and how we are doing Strategies and plans, performance indicators, auditors, audits, inspections, and reviews		

Current information as a minimum		
Academy profile	Hard copy	Schedule of charges
Government supplied performance data The latest Ofsted report – Summary and Full Report	Website	Free of charge
Performance Management policy and procedures adopted by the Trustee Board	Hard copy	Schedule of charges
Academy Improvement Plan	Hard copy	Schedule of charges
Safeguarding policies and procedures	Website	Free of charge
Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions Policy/decisions (not individual admission decisions)	Website	Free of charge
Agendas of meetings of the governing Board and (if held) its sub-committees	Hard copy	Schedule of charges
Minutes of meeting (as above) – NB this will exclude information that is properly regarded as private to the meetings	Hard copy	Schedule of charges
Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 5 – Our policies and procedures Current written protocols, policies, and procedures for delivering our services and responsibilities Current information only		
Academy policies including: Charging and remissions policy Health and Safety	Website Website Website Website	Free of charge Free of charge Free of charge Free of charge

<p>Staff conduct policy</p> <p>Discipline and grievance policies</p> <p>Equality and diversity (including equal opportunities) policies</p> <p>Staff recruitment policies</p>	<p>Website</p> <p>Website</p> <p>Website</p>	<p>Free of charge</p> <p>Free of charge</p> <p>Free of charge</p>
<p>Pupil and curriculum policies, including:</p> <p>Home-school agreement</p> <p>Curriculum</p> <p>Sex education</p> <p>Special education needs</p> <p>Accessibility</p> <p>Race equality</p> <p>Collective worship</p> <p>Careers education</p> <p>Pupil discipline</p>	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>	<p>Free of charge</p> <p>Free of charge</p> <p>Free of charge</p> <p>Free of charge</p> <p>Free of charge</p> <p>Free of charge</p> <p>Free of charge</p> <p>Free of charge</p> <p>Free of charge</p>
<p>Records management and personal data policies, including:</p> <p>Information security policies</p> <p>Records retention</p> <p>Data protection policies</p>	<p>Website</p> <p>Website</p> <p>Website</p>	<p>Free of charge</p> <p>Free of charge</p> <p>Free of charge</p>
<p>Charging regimes and policies</p> <p>This should include 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>Website</p>	<p>Free of charge</p>
<p>Information to be published</p>	<p>How the information can be obtained (hard copy and/or website)</p>	<p>Cost</p>

Class 6 – Lists and registers
Currently maintained lists and registers only

Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure logs	Hard copy	Schedule of charges
Asset register	Hard copy	Schedule of charges
Any information the school is currently legally required to hold in publicly available registers THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER	Hard copy	Schedule of charges
Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 7 – The service we offer Information about the service we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only		
Extra-curricular activities	Website	Free of charge
Out of academy clubs	Website	Free of charge
Academy publications	Website	Free of charge
Services for which the school is entitled to recover a fee, together with those fees	Website	Free of charge
Leaflets books and newsletters	Website	Free of charge
Additional information This will provide the academy with the opportunity to publish information that is not itemised in the lists above		

Schedule of Charges

This describes how the charges have been arrived at, and it should be published as part of the guide.

Type of charge	Description	Basis of charge
Disbursement costs	Photocopying/printing @ 10p per A4 sheet (black and white)	Actual cost
	Photocopying/printing @ 30p per sheet A4 (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with relevant legislation

