



## The Education Alliance Publication Scheme

Information to be published.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who in the Trust and in each school	Trust and school websites  Hard copy available on request via the contact us pages of the websites	Free  See schedule of charges
Who's who on the Local Governing Body / Trustees and the basis of their appointment	Local Governing Body information found on the website of each school. Board of Trustee information found on the Trust website  Hard copy available on request via the contact us pages of the websites	Free  See schedule of charges
Articles of Association	Trust website Hard copy available on request via the contact us pages of the website Also available from Companies house	Free See schedule of charges
Contact details for the Head teacher and for the governing body, via the school	Each school website Hard copy available on request via the contact us pages of the websites	Free See schedule of charges
School prospectus	Each school website Hard copy available on request via the contact us pages of the websites	Free See schedule of charges



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Annual Report	TEAL Annual Report can be found on the Trust website Hard copy available on request via the contact us pages of the website	Free  See schedule of charges
School session times and term dates	Each school website Hard copy available on request via the contact us pages of the websites	Free See schedule of charges
Address of school and contact details, including email address.	Contact us page on each school website Hard copy available on request via the contact us pages of the websites	Free See schedule of charges
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to actual income and expenditure)		
Financial statements	Available on Trust website Hard copy available on request via the contact us pages of the websites	Free See schedule of charges
Pay Policy, Travel and Subsistence Policy, Relocation Assistance Policy, staff salary information over £100,000	Trust website Hard Copy available on request via the contact us pages of the websites	Free See schedule of charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy available on request via the contact us pages of the websites	See schedule of charges
<b>Class 3 – What our priorities are and how we are doing</b>		



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

<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted report</li> </ul>	<p>School website</p> <p><a href="https://get-information-schools.service.gov.uk">https://get-information-schools.service.gov.uk</a></p> <p><a href="https://www.compare-school-performance.service.gov.uk">https://www.compare-school-performance.service.gov.uk</a></p> <p>Ofsted website Website of the school Hard copy available on request</p>	<p>Free</p> <p>Free</p> <p>Free See schedule of charges</p>
<p>Capability and procedures adopted by the governing body.</p>	<p>Trust website Hard copy available on request</p>	<p>Free See schedule of charges</p>
<p>Performance data or a direct link to it</p>	<p>Website of relevant school Hard copy available on request</p>	<p>Free See schedule of charges</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Website of the relevant school while in the consultation phase Hard copy can be requested in writing</p>	<p>Free See schedule of charges</p>
<p>Safeguarding and Child Protection Policy</p>	<p>Policies can be located on Trust and school websites along with the named Designated Safeguarding Staff</p>	<p>Free</p>



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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Admissions Policy/decisions (not individual admission decisions) – where applicable	School and Trust websites Hard copy available on request, use contact us page on the relevant website	Free See schedule of charges
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	This can be requested in hard copy using contact details on the Trust website	See schedule of charges
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archiving policies and procedures</li> <li>• Data Protection (including information sharing policies)</li> </ul>	Trust and school websites Hard copy available upon request.	Free See schedule of charges
Charging Policy.	School and Trust websites Hard copy available upon request	Free See schedule of charges
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard copy available upon request	See schedule



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		of charges
Asset register	Inspection only – requests to be made via the contact us page of the Trust website	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – requests to be made via the contact us page of the Trust website	Free
<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)		
Extra-curricular activities	By contacting each school directly	See schedule of charges
Out of school clubs	By contacting each school directly	See schedule of charges
Services for which the school is entitled to recover a fee, together with those fees	By contacting each school directly	See schedule of charges
School publications, leaflets, books and newsletters	School website and hard copy available on request	Free See schedule of charges

### SCHEDULE OF CHARGES

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

\*Actual cost incurred by the public authority

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per	Actual cost *



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	sheet (black & white)	
	Photocopying/printing @ 25p per sheet (colour)	Actual cost*
	Postage	As per Royal Mail published charges