



# Freedom of Information Publication Scheme and explanatory note

Review date July 2025  
Next review due July 2026

Preston Primary Academy Trust  
Freedom of Information Publication Scheme

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## What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a Publication Scheme. This is a register of the types of information it will make available to the public as part of its normal business activities. Our publication scheme follows a template approved by the Information Commissioner's Office.

Information about what should be included in the scheme may be found by following [this link](#)

The scheme commits our Trust and our schools to:

- Proactively or routinely publish information which is held by us falling within the "Classes" below in line with this scheme.
- Specify the information

- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the Trust/School that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the Trust/School is the only owner

## Classes of information

There are 7 classes of information we hold:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

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.

## Making information available

We will aim to provide as much information as possible on our Trust and Schools' websites. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we 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 manner is specified, contact details will be provided. We will arrange an appointment to view the information 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 we are legally required to translate any information, we will do so.

Our 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.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust or its Schools for routinely published material will be justified and transparent and kept to a minimum.

The purpose of this scheme is to make the maximum amount of information readily available. 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 law.

Charges may be made to cover our costs 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 FOI Section 11B, or with other statutory powers of the school.

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. See Section 3 for our Schedule of Charges.

## **Written requests and contact**

Information held by the Trust and its Schools 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.

If you have a request for information, please contact the Trust or the School via its email address (please see below) or our Data Protection Officer [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

## Trust and School contact details

School Name	School Office Telephone Number	School Office email address	School Website
Preston Primary Academy Trust	01935 676350	<a href="mailto:ppat@ppat365.org">ppat@ppat365.org</a>	<a href="https://www.prestonprimaryacademytrust.co.uk/">https://www.prestonprimaryacademytrust.co.uk/</a>
Ash CofE Primary School	01935 822674	<a href="mailto:office@ash.ppat365.org">office@ash.ppat365.org</a>	<a href="https://www.ashprimaryschool.co.uk/">https://www.ashprimaryschool.co.uk/</a>
Countess Gytha Primary School	01935 850345	<a href="mailto:office@countessgytha.ppat365.org">office@countessgytha.ppat365.org</a>	<a href="https://www.countessgythaprimary.co.uk/">https://www.countessgythaprimary.co.uk/</a>
Evercreech CofE Primary School	01749 830447	<a href="mailto:office@evercreech.ppat365.org">office@evercreech.ppat365.org</a>	<a href="https://evercreechprimary.co.uk">https://evercreechprimary.co.uk</a>
Hambridge Primary School	01460 281370	<a href="mailto:office@hambridge.ppat365.org">office@hambridge.ppat365.org</a>	<a href="https://www.hambridge.somerset.sch.uk/">https://www.hambridge.somerset.sch.uk/</a>
Huish Episcopi Primary School	01458 250673	<a href="mailto:office@HEPS.ppat365.org">office@HEPS.ppat365.org</a>	<a href="https://huishepiscopiprimary.co.uk/">https://huishepiscopiprimary.co.uk/</a>
Lovington CofE Primary School	01963240305	<a href="mailto:office@lovington.ppat365.org">office@lovington.ppat365.org</a>	<a href="https://lovingtonprimary.co.uk">https://lovingtonprimary.co.uk</a>
Kingfisher Primary School	01935 472730	<a href="mailto:office@kingfisher.ppat365.org">office@kingfisher.ppat365.org</a>	<a href="https://www.kingfisherschool.com/">https://www.kingfisherschool.com/</a>
Ilchester Primary School	01935 840568	<a href="mailto:office@ilchester.ppat365.org">office@ilchester.ppat365.org</a>	<a href="https://ilchestercommunityprimary.com">https://ilchestercommunityprimary.com</a>
Manor Court Primary School	01460 62350	<a href="mailto:office@manorcourt.ppat365.org">office@manorcourt.ppat365.org</a>	<a href="https://www.manorcourt.somerset.sch.uk/">https://www.manorcourt.somerset.sch.uk/</a>
Middlezoy Primary School	01823 698465	<a href="mailto:office@othmid.ppat365.org">office@othmid.ppat365.org</a>	<a href="https://www.middlezoyandotheryschools.co.uk/">https://www.middlezoyandotheryschools.co.uk/</a>
North Cadbury CofE Primary School	01963 440420	<a href="mailto:office@northcadbury.ppat365.org">office@northcadbury.ppat365.org</a>	<a href="https://www.northcadburyprimaryschool.org.uk/">https://www.northcadburyprimaryschool.org.uk/</a>
Othry Village School	01823 698464	<a href="mailto:office@othmid.ppat365.org">office@othmid.ppat365.org</a>	<a href="https://www.middlezoyandotheryschools.co.uk/">https://www.middlezoyandotheryschools.co.uk/</a>

Pen Mill Infants and Nursery Academy	01935 474224	<a href="mailto:office@penmill.ppat365.org">office@penmill.ppat365.org</a>	<a href="https://www.penmillinfants.co.uk/">https://www.penmillinfants.co.uk/</a>
Preston CofE Primary School	01935 474538	<a href="mailto:office@preston.ppat365.org">office@preston.ppat365.org</a>	<a href="https://www.prestoncofeprimary.co.uk/">https://www.prestoncofeprimary.co.uk/</a>

## Who we are and what we do

We will make available current information only

Information to be published	How the information can be obtained	Cost
Address of the Trust and contact details, including email address. Addresses of trust schools and their contact details, including email addresses	See trust website; school details also available on individual website	Information freely available on trust and school websites
CEO's contact details	See trust website	Information freely available on website
Headteacher's contact details	See individual school website	Information freely available on school website
Who's who in the trust	See trust website	Information freely available on website
Who's who in the school	Information freely available on school website	Information freely available on school website
Who's who on the Board of Directors and the selection criteria of their appointment	See trust website	Information freely available on website

Board of Directors contact details	Contact the Lead Governance Professional hroper@ppat365.org	Information freely available on website
Who's who on the Local Governing Body and the selection criteria of their appointment	See individual school website	Information freely available on website
Local Governing Body contact details	See individual school website	Information freely available on website
Articles of Association	See trust website	Information freely available on website
School prospectus	See individual school website	Information freely available on website
School session times and term dates	See individual school website	Information freely available on website



## What we spend and how we spend it

We will make available the financial information for the current and previous financial year

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	contact the trust office or enquire via the trust email address	POA
Annual accounts	See Trust Website	Information freely available on website
Capital funding	contact the trust office or enquire via the trust email address	POA
Financial audit reports	contact the trust office or enquire via the trust email address	POA
Details of expenditure items over £2000	contact the trust office or enquire via the trust email address	POA
Procurement and contracts	contact the trust office or enquire via the trust email address	POA
Pay policy	contact the trust office or enquire via the trust email address	POA
Staff allowances and expenses that can be incurred or claimed	contact the trust office or enquire via the trust email address	POA
Staff pay – details of senior staff salaries in bands of £5000. For all other posts, identify levels of pay by salary range	contact the trust office or enquire via the trust email address	POA
Directors' allowances that can be incurred or claimed and a record of total payments made to individual directors.	contact the trust office or enquire via the trust email address	POA
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	contact the school office or enquire via the school email address	POA
Details of any premiums we receive such as Pupil premium.	See individual school website	Information freely available on website

Trade Union Facility Time Reporting	See trust website	Information freely available on trust website
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## What our priorities are and how we are doing

We will make available current information only

Information to be published	How the information can be obtained	Cost
Latest Ofsted report <ul style="list-style-type: none"> <li>• Summary</li> <li>• Full report</li> <li>• Post-inspection action plan</li> </ul>	See individual school website	Information freely available on website
Exam and assessment results	See individual school website	Information freely available on website
Performance tables	See individual school website	Information freely available on website
The Trust's future plans, including plans for individual schools; for example, proposals for and any consultation on the future of the Trust such as a change in status	contact the trust office or enquire via the trust email address	POA
Schools' profile and performance data supplied to the Government	contact the school office or enquire via the school email address	POA
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	contact the trust office or enquire via the trust email address	POA

## How we make decisions

We will make available information for the current year and the previous three years.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy and decisions (not individual admission decisions) – where applicable	See individual schools' website	See individual school websites
Agendas and minutes of meetings of the board of directors and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	contact the trust office or enquire via the trust email address	POA

## Our policies and procedures

We will make available current information only

Information to be published	How the information can be obtained	Cost
Policies and other documents	See individual school website or Trust website for policies and documents we are statutorily required to publish. For all other policies contact the trust office or enquire via the trust email address	Some Information freely available on website; other information POA
Safeguarding and child protection, including protecting children's personal data	See Trust and/or individual school website	Information freely available on website
Equality and diversity policies	See Individual schools' website	Information freely available on website
Policies and procedures relating to recruitment and human resources	See individual school website or Trust website for policies and documents we are statutorily required to publish. For all other policies contact the trust office or enquire via the trust email address	Some Information freely available on website; other information POA
Special educational needs	See Individual schools' website	Information freely available on website

Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	See trust website	Information freely available on trust website
Pay Policy	See trust website	Information freely available on trust website
Records management (Information security policies <ul style="list-style-type: none"> <li>• Records retention, destruction and archive policies)</li> <li>• Data protection (including information sharing and CCTV usage policies)</li> </ul>	Data Protection Policy - see individual school or trust website. For all other policies contact the trust office or enquire via the trust email address	Some Information freely available on website; other information POA
Charging regimes and policies.	Charging regimes and policies.	See Trust website

## Lists and Registers

We will make available current information only (this does not include the attendance register).

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	contact the trust office or enquire via the trust email address	POA
Disclosure logs	contact the trust office or enquire via the trust email address	POA
Asset register	contact the trust office or enquire via the trust email address	POA
Any information the Trust or its schools are currently legally required to hold in publicly available registers	contact the trust office or enquire via the trust email address	POA

## The services we offer

We will make available current information only

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	See individual school website	Information freely available on website
Out of school clubs	See individual school website	Information freely available on website
Services for which the Trust/ or its School is entitled to recover a fee, together with those fees	See individual school website or contact school office	Information freely available on website
Requests for paper copies of information	See Trust and individual schools/ websites	Information freely available on website
Trust or School publications, leaflets, books and newsletters	See individual school website or Trust website	Information freely available on website



## Schedule of charges

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying/printing @ 0.59p per sheet (black & white)	Actual cost
	Photocopying/printing @ 2.3p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	If this is relevant to the request for information	In accordance with the relevant legislation (quote the actual statute)