



TRUE LEARNING

PARTNERSHIP

Publication Scheme	
Policy Ref Number: TTLP/90	Reviewed by: CFOO Approved by: Trust Board
Policy Date: October 2025 Review Cycle: Bi-annual	Review Date: October 2027

Publication Scheme

The Trust's Publication Scheme reflects the Information Commissioner's Model Publication Scheme: Definition Document for Schools (England). More information about publication schemes can be found on the following Information Commissioner's Office web-site link: ico.org.uk. It also incorporates website publications that are statutorily required by the Department for Education.

This guide lists information which we have made a commitment to make available. Our aim is to make information available whenever we can legally do so, except where we consider release would cause significant harm. In such cases, we will withhold information under an appropriate exemption in the FOIA. We must also comply with the requirements of the Data Protection Act 2018 and respect the privacy of individuals. If the information required is not included in the publication scheme, individuals can still ask if we have it and, if so, request to see it.

Information available on our websites is free for anyone to access. Hard copy documents will be charged for in line with our charging policy (Table 8: Charging policy), unless otherwise stated.

The trusts website (<https://www.truelearning.org.uk>) contains links to the websites for all of our schools (our schools).

All requests where information is not readily available via the websites or other public formats should be directed to info@truelearning.org.uk with the subject heading 'FREEDOM OF INFORMATION REQUEST'.

The following tables set out the details of the publication scheme. Due to the ongoing development of True Learning Partnership and local operations, not all of these documents may be available at every establishment.

Table 1: Class 1 – Who we are and what we do (current information only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Articles of Association	Trust and School websites
School prospectus	Hardcopy School Websites
Curriculum outline	School websites
Governing Body: including names and basis of appointment	Trust and School websites
Declarations of Interest	Trust website
School session times and term dates	School websites
Location and contact information	School websites

Table 2: Class 2 – What we spend and how we spend it (current and previous financial year)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Annual budget plan	Hardcopy
Financial statements	Trust website
Scheme of Delegation	Trust website
Capital funding	Hardcopy
Financial audit reports	Hardcopy
Procurement and contracts	Hardcopy
Pay Policy	Hardcopy
Executive Pay and Benefits (>£100k)	Trust website
Staff allowances and expenses	Hardcopy
Staff pay and grading structure	Hardcopy
Governors' allowances	Hardcopy
Pupil Premium funding	School websites
PE and sport premium funding (primary only)	School websites

Table 3: Class 3 – What our priorities are and how we are doing (current information)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Performance data supplied to the government	School websites Hardcopy
Strategic Objectives	Trust website
Annual Report	Trust website
Latest Ofsted report	School websites
Performance management policy and procedure	Hardcopy
School future plans	Hardcopy
Safeguarding (Child Protection) Policy and procedures	School websites

Table 4: Class 4 – How we make decisions (current and previous three years where applicable)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Admissions policy/decisions (not individual decisions)	School websites Hardcopy
Governing body agendas and minutes	Hardcopy

Table 5: Class 5 – Our policies and procedures (current information only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Policies including: • Anti Fraud, Bribery & Corruption Policy • Charging & Remissions Policy • Complaints Policy • Equality, Diversity & Inclusion (EDI) Policy • GDPR Data Protection Policy • Health and Safety Policy • ICT Acceptable Use Policy • Safeguarding Policy • Whistleblowing (Raising Concerns) Policy • Accessibility Policy • Anti-bullying Policies • Attendance Policy • Behaviour Policy • Online Safety Policy • Homework Policy • Suspensions and Exclusions Policy • Relationships and Sex Education	School Websites or Hardcopy.

Table 6: Class 6 – Lists and Registers (currently maintained lists and registers only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Curriculum circulars and statutory instruments	Hardcopy
Disclosure logs	Hardcopy
Asset register	Hardcopy
Legally required publicly available registers	Hardcopy

Table 7: Class 7 – The services we offer (current information only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Extra-curricular (enrichment) activities	Hardcopy School websites
Out of school clubs	Hardcopy School websites
School publications	Hardcopy School websites
Services for which the school is entitled to recover a fee, together with those fees	School websites
Leaflets, books and newsletters	Hardcopy School websites

Information about specific schools or establishments

1. All FOI requests are managed centrally by True Learning Partnership.
2. Specific questions about information held by one of our schools or establishments should be sent to True Learning Partnership directly, as indicated above. Alternatively, our establishments will forward FOI requests they receive to True Learning Partnership.

What happens when we receive a request?

3. We will comply with timescales set by the Information Commissioner in responding to requests. If a request is particularly complex, we will assess how long it is likely to take to retrieve the relevant information. If it is more than 18 hours of staff time, we will levy a charge. In this case, we will write to advise the individual of the cost and they can decide whether to continue.
4. If the trust receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.
5. Details of our charging policy are set out in Table 8.

Table 8: Charging policy

TYPE OF CHARGE	CHARGE	BASIS OF CHARGE
Disbursement costs	Photocopying/printing	10p per sheet (black & white)
	Postage	Actual cost of Royal Mail standard 2 nd class
Prescribed Costs	Finding, sorting and editing of materials	Standard rate of £25 per hour

Are there any exemptions?

6. There are a range of exemptions that could apply, as allowed within the statutory guidance, for example if releasing information breaches commercial confidence or if there are other legal issues preventing disclosure. We will write to the individual if this applies.
7. Individuals requesting information have the right to appeal the decision in writing to True Learning Partnership in the first instance and to the Information Commissioner's office if they think the decision is unreasonable. Contact details for the Information Commissioner's office are as follows:
Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5A, telephone: 0303 123 1113, website: www.ico.org.uk.