



# Freedom of Information Publication Scheme

Created June 2022	
Reviewed by CEO March 2026	Ratified by Trustees March 2026
Next Review due March 2027	

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### 1. Introduction

Keystone Academy Trust has adopted the Information Commissioner’s Office (ICO) Model Publication Scheme. This scheme sets out the information the trust will routinely make available to the public, how the information can be accessed, and whether any charges apply.

The trust is committed to openness and transparency and to making information easily accessible as part of its normal business activities, in accordance with the Freedom of Information Act 2000.

### 2. Commitment to Publication

Under this publication scheme, Keystone Academy Trust commits to:

- Proactively publishing or otherwise making available information which is held by the trust and falls within the classes of information listed below.
- Specifying the information that is held by the trust within each class.
- Making information available in line with the statements contained in this scheme.
- Publishing the methods by which information can be accessed.
- Reviewing and updating the information available on a regular basis.
- Publishing a schedule of any fees charged.
- Making this publication scheme available to the public.

Where Keystone Academy Trust holds information that meets the definition of a dataset under the Freedom of Information Act, and where it is appropriate and lawful to do so, the trust will make the dataset available in an electronic format capable of re-use. Any such information will be handled in accordance with the Freedom of Information Act 2000 and, where applicable, the Re-use of Public Sector Information Regulations 2015. These commitments reflect the requirements set out in the ICO Model Publication Scheme.

### **3. Classes of Information Published**

The information published by Keystone Academy Trust is organised into the following classes. These classes follow the structure defined by the ICO Model Publication Scheme:

#### **3.1. Who We Are and What We Do**

- Legal status of the trust
- Trust members and trustees
- Governance structure
- Contact details for the trust and its academies
- Location of academies within the trust

#### **3.2. What We Spend and How We Spend It**

- Annual financial statements and audited accounts
- Funding agreements
- Financial policies
- Details of procurement, contracts, and tendering (where applicable)

#### **3.3. What Our Priorities Are and How We Are Doing**

- Trust vision and strategic priorities
- School improvement plans (summary level)
- Ofsted inspection reports
- Performance and accountability information

#### **3.4. How We Make Decisions**

- Governance decision-making arrangements
- Terms of reference for the Board and committees
- Scheme of delegation
- Records of trustees' meetings (excluding confidential material)

#### **3.5. Our Policies and Procedures**

- Statutory trust and academy policies
- HR policies (summary level where appropriate)
- Safeguarding and child protection policies
- Complaints procedure

#### **3.6. Lists and Registers**

- Register of members, trustees and governors
- Register of interests

- Statutory information held in registers required by law

### 3.7. The Services We Offer

- Education provision across the trust
- Admissions arrangements
- Curriculum information
- Support services provided by the trust

## 4. Information Not Covered by the Scheme

The publication scheme does not normally include:

- Information exempt from disclosure under the Freedom of Information Act.
- Information whose disclosure is prohibited by law.
- Draft documents.
- Archived information that is no longer readily accessible.

## 5. How to Access Information

Most information is available on the Keystone Academy Trust website.

Where information is not published online, it can be requested by contacting:

**Email:** [enquiries@keystonemat.org](mailto:enquiries@keystonemat.org)

**Address:** Keystone Academy Trust, Westbourne Park, Bourne, Lincs. PE10 9QS

In exceptional cases, information may only be available for viewing in person, by appointment. Reasonable adjustments will be made in line with equality and accessibility legislation.

## 6. Charges

- Information published on the website is provided **free of charge**.
- Charges may apply for:
  - Photocopying
  - Postage and packaging
  - Costs directly incurred in providing access

Any charges will be reasonable, transparent, and notified in advance.

## 7. Requests for Other Information

Information not covered by this publication scheme may be requested in writing and will be considered under the Freedom of Information Act 2000.