



St Francis Catholic Multi Academy Trust the Publication Scheme

This is a list of information we hold. Not all will be released as part of an FoI request. All requests will be considered in line with our policy and obligations.

Review

A review of the effectiveness of UK GDPR compliance and processes will be conducted by the Data Protection Officer every two years. The next review will be undertaken in September 2027.

Information available	How the information can be obtained	Charge
Information, structure, locations and contacts Current information only		
Who's who in St Francis Catholic Multi Academy Trust and individual schools	Trust & Individual School Websites	No charge
Governing body – names and contact details of the governors and the basis of their appointment	Individual School websites	No charge
Instrument of Government –Funding Agreements	DfE website	No charge
Staffing structure	Trust & Individual School Websites	No charge



School Session times, term dates and holidays	Trust & Individual School Websites	No charge
Location & Contact information – address, telephone numbers & website	Trust & Individual School Websites	No charge
Contact details for the Principal and the Governing Body	Trust & Individual School Websites	No charge
School Prospectus	Individual School Websites	No charge

	How the information can be obtained	Charge
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Minimum of current and the previous two years financial year)		
Annual financial statements, capital funding and income generation for prior years	Hard copy and on website	No charge
Statutory Accounts	Trust/ Companies House website	No charge



Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year	Electronic copy through request to l.parkin@stfranciscmat.com	No charge
Procurement and contracts, subject to the commercial/confidential public interest test	Electronic copy through request to l.parkin@stfranciscmat.com	No charge

	How the information can be obtained	Charge
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Minimum of current and the previous two years financial year)		
<i>School Profile -Government supplied data</i> <i>-Latest OFSTED report – summary and full report</i>	DfE Website Ofsted website School website	Schedule of charges
<i>-Examination results</i>	School website	No charge
<i>Performance Management policy and procedures</i>	Hard copy	Schedule of charges
<i>Future plans</i>	Trust & Individual School Websites	No charge



<i>Safeguarding policies and procedures</i>	Hard copy & School Website	Schedule of charges
<i>School Profile -Government supplied data -Latest OFSTED report – summary and full report</i>	DfE Website Ofsted website School website	Schedule of charges

	How the information can be obtained	Charge
Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy and decisions (not individual decisions)	Individual school websites	No charge
Governing Board meeting agendas and minutes – (this will exclude information that is properly regarded as confidential to the meeting)	Hard copy Individual school websites	Schedule of charges No charge



	How the information can be obtained	Charge
Current written protocols, policies and procedures for delivery our services and responsibilities Current information as a minimum		
Policies including: Charging and remission policy Health & Safety and Risk Assessment Complaints procedure Staff, discipline, grievance, pay and conduct Policies Staffing structure implementation plan Equal Opportunities policies – including equality & diversities Staff Recruitment & Selection policies Child Protection Policy	Hard copy Individual school websites	No charge



Pupil and curriculum policies including: Home School Agreement Curriculum Policy Sex Education Policy Special Needs Educational Policy/Information Report Accessibility Policy	Hard copy & Individual school websites	No charge
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Records Management and Data Protection

Information Category	How to Obtain	Charge
Records Management and Personal Data Policies: Information security policies, Records retention policies, Destruction and archive policies, Data Protection policies	Hard copy	No charge
Maintain a record of all data processing activities, including the purpose, legal basis, categories of data, recipients, retention periods, and security measures.	Hard copy	No charge
Appoint a designated Data Protection Officer (DPO) and clearly state their name and contact details in all relevant policies and on the website.	Hard copy, Trust & Individual School Websites	No charge



Information Category	How to Obtain	Charge
Ensure that privacy notices are clear, accessible, and explain how personal data is collected, used, stored, and shared. Include information on data subject rights, retention periods, and how to exercise rights.	Hard copy, Trust & Individual School Websites	No charge
Provide regular data protection training for all staff, including how to recognise and handle subject access requests and data breaches.	Hard copy, Trust & Individual School Websites	No charge
Implement and document appropriate technical and organisational security measures to protect personal data from unauthorised access, alteration, loss, or disclosure.	Hard copy	No charge
Clearly explain data subject rights (access, rectification, erasure, restriction, portability, objection) and how to exercise them. Provide clear instructions for making requests.	Hard copy, Trust & Individual School Websites	No charge
Ensure all third-party processors are GDPR compliant and have written contracts in place that guarantee data protection standards.	Hard copy	No charge
Define and publish retention periods for all categories of personal data. Ensure secure disposal of data when no longer needed.	Hard copy, Trust & Individual School Websites	No charge
Establish a procedure for detecting, reporting, and investigating data breaches. Notify the ICO and affected individuals within 72 hours if required.	Hard copy	No charge



Information Category

How to Obtain

Charge

Confirm that the Trust is registered with the Information Commissioner's Office (ICO) and that registration is renewed annually.

Hard copy, Trust &
Individual School
Websites

No
charge

	How the information can be obtained	Charge
Procedures and Policies Current information as a minimum		
Pupil and curriculum policies including: (cont'd) Equality Policy Education Policy Pupil Behaviour, Discipline Exclusion Policy	Hard copy & Individual school websites	No charge
Records Management and Personal Data Policies: Information security policies Records retention policies Destruction and archive policies Data Protection policies	Hard copy	No charge



Charging Regimes and policies: Please see Freedom of Information Policy	Hard copy	No charge
	How the information can be obtained	Charge
Lists and Registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure Logs	In school	Schedule of charges
Asset Register	In school	Schedule of charges
Any information the Trust are currently legally required to hold in publicly available registers	Hard copy	Schedule of charges
Extra-curricular activities Out of School Clubs	Individual School websites	No charge
School publications	Individual School websites	No charge



Services for which the school is entitled to recover a fee, together with those fees	Individual School websites	No charge
Leaflets, booklets and newsletters	Individual School websites	No charge