

# Morris Education Trust

## Publication scheme under the Freedom of Information Act 2000

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<b>Adopted by Trust Board</b>	January 2018
<b>Review Date</b>	September 2022
<b>Consulted with</b>	

## **1. Introduction: what a publication scheme is and why it has been developed**

- 1.1 This publication scheme commits the Morris Education Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
- 1.2 The scheme commits the Trust:
- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
  - To specify the information that is held by the Trust and falls within the classifications below.
  - To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
  - To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
  - To review and update on a regular basis the information the Trust makes available under this scheme.
  - To produce a schedule of any fees charged for access to information which is made proactively available.
  - To make this publication scheme available to the public.

## **2. Classes of information**

- 2.1 **Who we are and what we do.**  
Organisational information, locations and contacts, constitutional and legal governance.
- 2.2 **What we spend and how we spend it.**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 2.3 **What our priorities are and how we are doing.**  
Strategy and performance information, plans, assessments, inspections and reviews.
- 2.4 **How we make decisions.**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 2.5 **Our policies and procedures.**  
Current written protocols for delivering our functions and responsibilities.
- 2.6 **Lists and registers.**  
Information held in registers required by law and other lists and registers relating to the functions of the Trust.

**2.7 The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

**2.8 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.

**3 The method by which information published under this scheme will be made available**

3.1 The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

3.2 Where it is within the capability of the Trust, information will be provided on our website. Where it is impracticable to make information available on a 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.

3.3 In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

3.4 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.

3.5 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 in accordance with this scheme.

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

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

4.2 Material which is published and accessed on a website will be provided free of charge.

4.3 Charges may be made for information subject to a charging regime specified by Parliament.

4.4 Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

- the costs directly incurred as a result of viewing information
- 4.5 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.
- 4.6 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.

## 5. Written requests

- 5.1 Information held by the Trust 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.

## 6. Contact details

- 6.1 If you require a paper version of any information, or want to ask whether information is available please contact the Trust or one of its school's by telephone, email or letter. Contact details are set out below.

### **Morris Education Trust**

**Email:** [hello@tmet.org.uk](mailto:hello@tmet.org.uk)

**Tel:** 01223 200409

**Address:** Morris Education Trust, New Road, Impington, Cambridge CB24 9LX

### **Impington Village College**

**Email:** [office@impington.cambs.sch.uk](mailto:office@impington.cambs.sch.uk)

**Tel:** 01223 200400

**Address:** Impington Village College, New Road, Impington, Cambridge CB24 9LX

### **Witchford Village College**

**Email:** [office@witchfordvc.co.uk](mailto:office@witchfordvc.co.uk)

**Tel:** 01353 662053

**Address:** Witchford Village College, Manor Road, Witchford, Ely CB6 2JA

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and it isn't on our website, you can still contact the Trust to ask if we have it.

**Note:** This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Class 1 - Who we are and what we do</b>  This will be current information only		
Who's who in the Trust and its schools	<b>Websites</b> <a href="http://www.tmet.org.uk">www.tmet.org.uk</a> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a>	No charge
Who's who on the Trust Board, local governing bodies, the basis of their appointment and contact details	<b>Websites</b> <a href="http://www.tmet.org.uk">www.tmet.org.uk</a> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a>	No charge
Articles of Association	<b>Websites</b> <a href="http://www.tmet.org.uk">www.tmet.org.uk</a> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a>	No charge
Contact details for the CEO, Principals, Trustees and for the local governing body	<b>Websites</b> <a href="http://www.tmet.org.uk">www.tmet.org.uk</a> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a>	No charge
School prospectus	<b>Websites</b> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a>	No charge
Annual Report	<a href="http://www.tmet.org.uk">www.tmet.org.uk</a>	No charge
Staffing structure	Hard Copy	Schedule of charges
School session times and term dates	<b>Websites</b> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a>	No charge
Address of school and email address	<b>Websites</b> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a>	No Charge

<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hard Copy	Schedule of charges
Capitalised funding	Hard Copy	Schedule of charges
Additional funding	Hard Copy	Schedule of charges
Procurement and projects	Hard Copy	Schedule of charges
Pay policy	Hard Copy	Schedule of charges
Staff Allowances and expenses	Hard Copy	Schedule of charges
Staffing and grading structure	Hard Copy	Schedule of charges
Trustees and Governors' allowances	Hard Copy	Schedule of charges
Financial Audit reports	Hard Copy	Schedule of charges
Annual Accounts	<a href="http://www.tmet.org.uk">www.tmet.org.uk</a>	No charge
Pupil Premium expenditure	<a href="http://www.tmet.org.uk">www.tmet.org.uk</a>	No charge
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report</li> </ul>	<p><b>Websites</b> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a></p>	No charge
School's future plans	Hard Copy	Schedule of charges
Safeguarding – policies and procedures	<p><b>Websites</b> <a href="http://www.tmet.org.uk">www.tmet.org.uk</a> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a></p>	No charge

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p><b>Websites</b> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a></p>	<p>No charge</p>
<p>Agendas of meetings of the Trust Board and local governing bodies and (if held) its sub-committees</p>	<p><b>Websites</b> <a href="http://www.tmet.org.uk">www.tmet.org.uk</a> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a></p> <p>Hard Copy</p>	<p>No charge</p> <p>Schedule of charges</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p><b>Websites</b> <a href="http://www.tmet.org.uk">www.tmet.org.uk</a> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a></p> <p>Hard copy</p>	<p>No charge</p> <p>Schedule of charges</p>
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p><b>Websites</b> <a href="http://www.tmet.org.uk">www.tmet.org.uk</a> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a></p> <p>Hard copy</p>	
<p>Trust policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Information request handling policy</li> <li>• Equality and diversity policies</li> <li>• Staff recruitment procedure</li> </ul>	<p>Website Website Website Hard Copy Hard Copy Website Hard Copy Hard Copy</p>	<p>No charge for website</p> <p>Schedule of charges for hard copies</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex &amp; relationships</li> <li>• Special educational needs</li> <li>• Accessibility Plan</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil Behaviour</li> </ul>	<p>Hard Copy Hard Copy Hard Copy Website Website Hard Copy Hard Copy Website</p>	<p>No charge for website</p> <p>Schedule of charges for hard copies</p>

Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Information security procedures</li> <li>Records retention destruction and archive procedures</li> <li>Data protection (including information sharing policies)</li> </ul>	Via Email Hard Copy	No charge Schedule of charges
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure logs (information provided in response to requests)	Hard copy	Schedule of charges
Capital Asset register	Hard copy	Schedule of charges
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Hard copy	Schedule of charges
<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)  Current information only		
Extra-curricular activities	<b>Websites</b> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a>	No charge
Out of school clubs	<b>Websites</b> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a>	No charge
College publications	<b>Websites</b> <a href="http://www.impington.cambs.sch.uk">www.impington.cambs.sch.uk</a> <a href="http://www.witchfordvc.co.uk/">www.witchfordvc.co.uk/</a>	No charge
Leaflets books and newsletters	Upon request from the Principal's PA	Schedule of charges
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		



Contact details are set out below.

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**Schedule of Charges**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @10p per sheet (black & white)	Actual cost *
	Photocopying/printing @40p per sheet (colour)	Actual cost
	Electronic copies – Free	Nil cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		