



<b>POLICY</b>	<b>Publication Scheme</b>
<b>STATUS/DATE OF THIS VERSION</b>	<b>December 2023</b>
<b>APPROVED BY</b>	<b>Board of Trustees</b>
<b>RATIFIED BY</b>	<b>Board of Trustees – December 2023</b>
<b>REVIEW</b>	<b>2024</b>

This policy is operated by all the schools in Unity Education Trust (as listed below).  
**There may be sections that are specific to one school and these will be added by the school either as an annex or in place of yellow highlighted sections below.**

**Any queries about the policy should be directed, in the first instance, to the Headteacher/Head of School:**

- **Beeston Primary**
- **Garvestone Primary**
- **Grove House Infant**
- **Kings Park Infant**
- **Northgate High School and Dereham Sixth Form College**
- **The Pinetree School**
- **Churchill Park**
- **Greyfriars Primary**
- **Highgate Infant School**
- **Kings Oak Infant School**
- **Wimbotsham and Stow Primary**
- **Magdalen Primary**
- **St Germans Primary**
- **Great Dunham Primary**
- **UET Compass Belton Academy**
- **UET Pathfinder Douglas Bader Academy**

If you would like to discuss anything in this policy, please contact:

Data Protection Officer: **Data Protection Education Ltd.**

Telephone: 0800 0862018

Email: [dpo@dataprotection.education](mailto:dpo@dataprotection.education)



This scheme follows the model approved by the Information Commissioner's Office and sets out the classes of information which we publish or intend to publish; the format in which the information will be made available and whether the information is available free of charge or on payment.

### **1. Classes of information**

Information that is available under this scheme includes:

- Who we are and what we do (provision of education, details in school prospectuses etc)
- What we spend and how we spend it (as set out in annual financial statements)
- What are our priorities and how we are doing (as set out in annual reports and other reports/plans)
- How we make decisions (governance structures and scheme of delegation)
- Our policies and procedures (UET-wide and school-specific policies relating to students, the curriculum and the Trust/schools in general)
- Lists and registers (information held in registers required by law and other lists and registers relating to the functions of the authority)
- The services we offer (advice and guidance, booklets and leaflets, transactions and media releases.)

Information which **will not** be made available under this scheme includes:

- 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, or notes, documents in older versions, emails or other correspondence.
- 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.

## **2. How to request information**

Requested documents under this scheme will be delivered electronically where possible, but paper copies can be provided by contacting the Trust using the following contact details:

Andriana Sneddon  
Head of Services  
Unity Education Trust  
Crown Road  
Dereham  
Norfolk  
NR20 4AG  
Email [asneddon@unityeducationtrust.uk](mailto:asneddon@unityeducationtrust.uk)  
Tel 01362 696884

To enable us to process your request quickly, please mark all correspondence:

### **“FREEDOM OF INFORMATION REQUEST”**

Documents can be translated under disability legislation into accessible formats where possible.

## **3. Charges**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.



Single paper copies are also available normally free of charge. However, if your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

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 section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

### **Feedback**

We welcome any comments or suggestions you may have regarding this scheme. Please contact the Board of Trustees using the following contact details:

Chair of Trustees

Unity Education Trust

Crown Road

Dereham

Norfolk

NR20 4AG

Email [chairoftrustees@unityeducationtrust.uk](mailto:chairoftrustees@unityeducationtrust.uk)