



Little Way Catholic
Educational Trust

Freedom of Information Publication Scheme

Version:	1	
Approved by:	Trust Board	Date: Summer 2026
Next review due by:	Summer 2027	

<i>Version</i>	<i>Updates</i>
<i>1</i>	<i>Original production</i>

Freedom of Information Act

This publication scheme commits the Little Way Catholic Educational Trust (LWCET) 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 LWCET. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits LWCET:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the LWCET and falls within the classifications below.*
- To specify the information which is held by the LWCET 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 LWCET 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.*
- To publish any dataset held by the LWCET that has been requested, and any updated versions it holds, unless the LWCET is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re- use; and, if any information in the dataset is a relevant copyright work and the LWCET is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.*

The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do

- Organisational information, locations and contacts, constitutional and legal governance.*

What we spend and how we spend it

- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.*

What our priorities are and how we are doing

- Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Lists and registers

- Information held in registers required by law and other lists and registers relating to the functions of the LWCET.

Our policies and procedures

- Current written protocols for delivering our functions and responsibilities.

The services we offer

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

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.

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

The LWCET will indicate clearly to the public what information is covered by this scheme and how it can be obtained (see Appendix 1, which outlines the method by which the information published under this scheme can be accessed along with the schedule of charges).

Where it is within the capability of the LWCET, information will be provided on a 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, the LWCET will indicate how information can be obtained by other means and provide it by those means.

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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the LWCET is legally required to translate any information, it will do so.

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.

Charges which may be made for information published under this scheme

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 LWCET for routinely published material will be justified and transparent and kept to a minimum.

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

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

Charges may be made for actual disbursements incurred such as:

- photocopying*
- postage and packaging*
- the costs directly incurred as a result of viewing information*

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 LWCET.

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.

Written requests

Information held by the LWCET 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. Written requests should be made to cfo@lwcet.co.uk

Exemptions

The presumption of the legislation is that information will be disclosed unless the Act provides a specific reason to withhold it. Please refer to the ICO's updated list of Exemptions <http://www.legislation.gov.uk/ukpga/2000/36/part/II>

Appendix 1: Publication Methods & Charging Schedule

Information to be Published	How the information can be obtained
Who we are and what we do (Organisational Information, Structures, Location, Contacts)	
Master Funding Agreement & other Academy Conversion Documents	Trust Website
Multi Academy Trust Directors and the basis of their appointment	Trust Website
Individual Academy Staff & Structures	School Website
School session times	School Website
School Holiday and term dates	School Website
Prospectuses	School Website
Local Governing Body members and the basis of their appointment	School Website
Statutory reported results at key Stage Examinations	School Website
Location and Contact information: Address/Telephone Number/Website address/Email Address	School Website
Contact details for the Headteacher and the Governing Body	School Website
What we spend and how we spend it (Financial information relating to projected & actual income and expenditure, procurement, contracts and financial audit)	
Annual Report to Companies House & Audited Accounts	Trust Website
Annual Budget Plan	On request
Financial Statements	Trust Website
Capital Funding & Project Management	On request
Procurement & Contracts	On request
Staffing & Grading Structure	On request
Pay Policy	On request
Directors and Governors Allowances	Trust Website (as per of the financial statements)
Additional funding – Income generation schemes and other sources of funding	Trust Website (as per of the financial statements)
What are our priorities and how are we doing (Strategies, Plans, Performance Indicators, Audits, Inspections, Reviews)	
OFSTED & CSI reports	School Website
Performance Management Information & Policy	On request
Safeguarding (Child Protection) Policies & procedures	Trust/School Website
Trust Strategic Plan	Trust Website
Diocesan Development Policies	Diocesan Website
How we make decisions (Decision making processes and records of decisions)	
Articles of Association	Trust Website
Scheme of Delegation	Trust Website

Admissions Policy	Trust/School Website
Trust Executive Board meeting minutes	On request from LGP
Local Governing Body meeting minutes	On request from LGP
Lists & Registers	
DfE/ESFA Guidelines and Handbooks	On request
Disclosure Logs (Bullying Log/Racial Incident Log	On request from school
Premises Management Logs	On request from school
Asset Register	On request from school
Any other information in the schools which is required by law to be held in publicly available registers	On request from school
Information to be Published	How the information can be obtained
Our Policies & Procedures (Written protocols, policies, procedures for delivering our responsibilities and services)	
Trust Policies including those relating to:	Trust Website / on request
Employment	
Finance	
Risk	
School Policies including those relating to:	School Website / on request
Safeguarding	
Health & Safety	
Equality & pupil safety	
Educational Provision/Pupils/Curriculum	
Records Management & Personal data policies including those relating to:	Trust/School Website or available on request from the DPO
Data Protection	
Record Retention and Destruction	
Information Security Policy	
The Services we offer	
Extra-Curricular activities	School Website
School Publications	School Website
School booklets, leaflets, newsletters	School Website
Music provision and other services for which the Trust/School is entitled to recover a fee	School Website

<i>Type of charge</i>	<i>Description</i>	<i>Basis of charge</i>
<i>Disbursement costs</i>	<i>Photocopying 1p per A4 sheet (black & white)</i>	<i>Actual cost *</i>
	<i>Photocopying 3p per A4 sheet (colour)</i>	<i>Actual cost *</i>
<i>Statutory fee</i>	<i>Postage</i>	<i>Actual cost of Royal Mail (2nd class post)</i>