

# Shireland Collegiate Academy Trust

## Guide to accessing information

Adopted: Autumn 2019

Review date: Autumn 2020

This guide sets out what information the Shireland Collegiate Academy Trust will provide under the ICO's model publication scheme. Not all the information listed below will be routinely provided and any request for information would be considered individually and may not be provided if it is not held by the Trust/school, is easily available elsewhere or where there is an applicable exemption available.

Information to be published	Cost/Charge	How the information can be obtained
<p><b>Section 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
<p>Details of the staff team of the Shireland Collegiate Academy Trust</p>	<p>Free</p>	<p>Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a></p>
<p>Who's who on the Board of Trustees and the basis of their appointment</p>	<p>Free</p>	<p>Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a></p>
<p>Instruments of Government for Shireland Collegiate Academy Trust</p>	<p>Free</p>	<p>Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a></p>

Contact details for the Chief Executive Officer/Principals and for the Board of Trustees/Standards and Performance Committee, via the Trust/school.	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a>
School prospectus (if any)	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a> <a href="http://www.Shirelandcollegiateacademy.org.uk">www.Shirelandcollegiateacademy.org.uk</a> <a href="http://www.thornsca.org.uk">www.thornsca.org.uk</a> <a href="https://wbca.school/">https://wbca.school/</a> <a href="https://tamesideprimary.academy/">https://tamesideprimary.academy/</a> <a href="https://www.holyheadprimary.academy/">https://www.holyheadprimary.academy/</a> <a href="https://shirelandtechnologyprimary.org.uk/">https://shirelandtechnologyprimary.org.uk/</a>
Trust staffing structure		Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a>
School session times and term dates	Free	Website - <a href="http://www.Shirelandcollegiateacademy.org.uk">www.Shirelandcollegiateacademy.org.uk</a> <a href="http://www.thornsca.org.uk">www.thornsca.org.uk</a> <a href="https://wbca.school/">https://wbca.school/</a> <a href="https://tamesideprimary.academy/">https://tamesideprimary.academy/</a> <a href="https://www.holyheadprimary.academy/">https://www.holyheadprimary.academy/</a>
Address of school and contact details, including email address.	Free	Website – <a href="http://www.Shirelandcollegiateacademy.org.uk">www.Shirelandcollegiateacademy.org.uk</a>

		<a href="http://www.thornsca.org.uk">www.thornsca.org.uk</a> <a href="https://wbca.school/">https://wbca.school/</a> <a href="https://tamesideprimary.academy/">https://tamesideprimary.academy/</a> <a href="https://www.holyheadprimary.academy/">https://www.holyheadprimary.academy/</a> <a href="https://shirelandtechnologyprimary.org.uk/">https://shirelandtechnologyprimary.org.uk/</a>
<p><b>Section 2 – What we spend and how we spend it</b></p> <p>(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 including details of income provided to the School's/Trust and where this is from (i.e. central or local government, fundraising or private sector)		Written request
Information on major capital spend		Written request
Annual accounts	Free	<a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a>
Details of expenditure items over £5000, including costs and supplier – published at least annually.		Written request
Details of procedures used for the purchase of goods and services and details of contracts that have gone through a tendering process.		Written request
Trust Pay policy	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a>
Staff allowances and expenses – i.e. travel, subsistence and accommodation - that can be incurred or claimed, with totals paid to individual senior staff members	Free	Written request

(Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Free	Annual Accounts – Note 9 <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a>
Staffing pay and grading structure: as a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Free	Written request
Governors' allowances that can be incurred or claimed, and a record of total payments made.	Free	Written request
<p><b>Section 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• The latest Ofsted inspection report</li> <li>• Post-inspection action plan</li> </ul>	<p>Free</p> <p>Free</p>	<p>Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a></p> <p><a href="http://www.Shirelandcollegiateacademy.org.uk">www.Shirelandcollegiateacademy.org.uk</a></p> <p><a href="http://www.thornsca.org.uk">www.thornsca.org.uk</a></p> <p><a href="https://wbca.school/">https://wbca.school/</a></p> <p><a href="https://tamesideprimary.academy/">https://tamesideprimary.academy/</a></p> <p><a href="https://www.holyheadprimary.academy/">https://www.holyheadprimary.academy/</a></p> <p><a href="https://shirelandtechnologyprimary.org.uk/">https://shirelandtechnologyprimary.org.uk/</a></p>
Performance management policy and procedures adopted by the Board of Trustees.		Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a>

Performance data or a direct link to it.	Free	This can be obtained on the DfE's Performance Tables website
The School's/Trust's plans; for example, proposals for and any consultation on the future of the school[s], such as a change in status.	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a>
Safeguarding and child protection policy/procedures.	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a> <a href="http://www.Shirelandcollegiateacademy.org.uk">www.Shirelandcollegiateacademy.org.uk</a> <a href="http://www.thornsca.org.uk">www.thornsca.org.uk</a> <a href="https://wbca.school/">https://wbca.school/</a> <a href="https://tamesideprimary.academy/">https://tamesideprimary.academy/</a> <a href="https://www.holyheadprimary.academy/">https://www.holyheadprimary.academy/</a> <a href="https://shirelandtechnologyprimary.org.uk/">https://shirelandtechnologyprimary.org.uk/</a>
<b>Section 4 – How we make decisions</b>  Current and previous three years as a minimum.		
Admissions policy/procedures and any right to appeal, as well as information about the number of applications and patterns of successful applicants.	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a>  Written request
Agendas and minutes of meetings of the SPC/board of trustees and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Free	Written request

Any conflicts register for the Board of Trustees/SPC that sets out what conflicts have been declared.	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a>
<p><b>Section 5 – Our policies and procedures</b></p> <p>Current information only.</p> <p>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a>
Charging regimes and policies for datasets and information (if held).	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a>
<p><b>Section 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
Freedom of Information Disclosure logs		On request
Asset register		On request

Any information the school is currently legally required to hold in publicly available registers (e.g. lists of directors in the case of academies)		On request
<b>Section 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		
Information on extra-curricular activities	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a> <a href="http://www.Shirelandcollegiateacademy.org.uk">www.Shirelandcollegiateacademy.org.uk</a> <a href="http://www.thornsca.org.uk">www.thornsca.org.uk</a> <a href="https://wbca.school/">https://wbca.school/</a> <a href="https://tamesideprimary.academy/">https://tamesideprimary.academy/</a> <a href="https://www.holyheadprimary.academy/">https://www.holyheadprimary.academy/</a> <a href="https://shirelandtechnologyprimary.org.uk/">https://shirelandtechnologyprimary.org.uk/</a>
Information on out of school clubs	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a> <a href="http://www.Shirelandcollegiateacademy.org.uk">www.Shirelandcollegiateacademy.org.uk</a> <a href="http://www.thornsca.org.uk">www.thornsca.org.uk</a> <a href="https://wbca.school/">https://wbca.school/</a> <a href="https://tamesideprimary.academy/">https://tamesideprimary.academy/</a>

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Charging and remissions policy	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a>
School publications, leaflets, books and newsletters	Free	Website – <a href="http://www.collegiateacademy.org.uk">www.collegiateacademy.org.uk</a> <a href="http://www.Shirelandcollegiateacademy.org.uk">www.Shirelandcollegiateacademy.org.uk</a> <a href="http://www.thornsca.org.uk">www.thornsca.org.uk</a> <a href="https://wbca.school/">https://wbca.school/</a> <a href="https://tamesideprimary.academy/">https://tamesideprimary.academy/</a> <a href="https://www.holyheadprimary.academy/">https://www.holyheadprimary.academy/</a> <a href="https://shirelandtechnologyprimary.org.uk/">https://shirelandtechnologyprimary.org.uk/</a>

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Approved by the Board of Trustees on  
**Signed by Chair of Trustees**

**Date:** .....

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**This document will be reviewed annually.**