

Marches Academy Trust

Freedom of Information Published Guide to Information

DOCUMENT CONTROL

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Related Policies/Documents (Found on SharePoint and on Trust website)	Freedom of Information Model Publication Scheme
Policy control survey	Please complete this survey and provide feedback if you have had to use this policy https://forms.office.com/r/HMeZtB29Si

Information available from The Trust and Trust's Schools under the model publication scheme. This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information
Class 1 - Who we are and what we do	
Information about us; our structures, locations and contacts	
Current information only	
Contact details for the school, postal and email address. Where possible, named contacts with telephone number and email address	Individual Trust school websites
Head teacher's contact details	Individual Trust school websites
Who's who in the school/academy	Individual Trust school website / Marches Academy Trust website
Who's who on the governing body. Selection criteria for appointment	Individual Trust school websites Contact Marches Academy Trust trustadmin@mmat.co.uk
Governing body's contact details	Individual Trust school website
For academies: Trustees' contact details	Contact Marches Academy Trust trustadmin@mmat.co.uk
For academies: Trustee who's who	Marches Academy Trust website
Articles of Association	Marches Academy Trust website
Session times and term dates	Individual Trust school website
Class 2 - What we spend and how we spend it	
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	
Current and previous financial year as a minimum	
Annual budget plan and financial statements	Contact Marches Academy Trust trustadmin@mmat.co.uk

	Financial statements are on the Trust website
Annual accounts	Marches Academy Trust Website
Capital funding	Contact Marches Academy Trust trustadmin@mmat.co.uk
Financial Audits reports	Contact Marches Academy Trust trustadmin@mmat.co.uk
Details of expenditure items over £5000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Contact Marches Academy Trust trustadmin@mmat.co.uk
Staff pay and grading structures - can be provided as part of the organisational structure.	Contact Marches Academy Trust trustadmin@mmat.co.uk
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories.	Contact Marches Academy Trust trustadmin@mmat.co.uk Trust Travel and Subsistence Policy
For academies: Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Contact Marches Academy Trust trustadmin@mmat.co.uk
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Contact Marches Academy Trust trustadmin@mmat.co.uk
Procurement and contracts we have entered into	Contact Marches Academy Trust trustadmin@mmat.co.uk
Details of any premiums we receive such as pupil premium and how spent.	Contact Marches Academy Trust trustadmin@mmat.co.uk
Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum	(hard copy or website)
Annual Report	Contact Marches Academy Trust trustadmin@mmat.co.uk
Latest reports from Ofsted	Individual Trust school website
Exam results	Individual Trust school website

Performance tables	Individual Trust school websites contain links to external sites
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Contact Marches Academy Trust trustadmin@mmat.co.uk
School profile and performance data supplied to the English Government	Find at Get Information about Schools - GOV.UK
Performance management information	Contact Marches Academy Trust trustadmin@mmat.co.uk
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Contact Marches Academy Trust trustadmin@mmat.co.uk
Class 4 - How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	(hard copy or website)
Admissions policy and, where applicable, admission decisions (e.g. application numbers/patterns of successful applicants, including criteria on which applications were successful)	Contact Marches Academy Trust trustadmin@mmat.co.uk See Marches Academy Trust website for policy.
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Contact Marches Academy Trust trustadmin@mmat.co.uk
Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Contact Marches Academy Trust trustadmin@mmat.co.uk
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	If policy cannot be found on individual school websites or Marches Academy Trust website contact Marches Academy Trust trustadmin@mmat.co.uk

Safeguarding and child protection, including protecting children's personal data	Contact Marches Academy Trust trustadmin@mmat.co.uk
Equality and Diversity policies, schemes, statements, procedures and guidelines	Contact Marches Academy Trust trustadmin@mmat.co.uk
Policies and procedures relating to recruitment and human resources	Contact Marches Academy Trust trustadmin@mmat.co.uk
Special educational needs	Contact Marches Academy Trust trustadmin@mmat.co.uk
Complaints procedures	Marches Academy Trust website
Pay Policy - The statement of the pay policy and procedures regarding teachers pay	Contact Marches Academy Trust trustadmin@mmat.co.uk
Careers programme information	Individual Trust school websites
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Contact Marches Academy Trust trustadmin@mmat.co.uk
Charging regimes and policies see Charging and Remissions Policy	Contact Marches Academy Trust trustadmin@mmat.co.uk
Class 6 - Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Contact Marches Academy Trust trustadmin@mmat.co.uk
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Contact Marches Academy Trust trustadmin@mmat.co.uk
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	Contact Marches Academy Trust trustadmin@mmat.co.uk
Asset register and Information Asset register	Contact Marches Academy Trust trustadmin@mmat.co.uk
Any information we are currently legally required to hold in publicly available registers	Contact Marches Academy Trust trustadmin@mmat.co.uk

Class 7 - The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Individual Trust school websites
Out of school/academy clubs	Individual Trust school websites
Services for which we are entitled to recover a fee, together with those fees	Contact Marches Academy Trust trustadmin@mmat.co.uk
Our publications, leaflets, books and newsletters	Contact Marches Academy Trust trustadmin@mmat.co.uk

Schedule of charges

This describes how the charges have been arrived at.

Information published on the Trust and schools' websites is free (you may incur costs from your internet provider), unless hard copies are requested. If hard copies are requested a fee will be charged as set out below.

Before we produce the information we will inform you of the total cost. In line with the Freedom of Information Fees Summary, charges will be assessed based on cost of compliance and whether this is above or below £450. If above

£450 a fee will be charged for staff time spent dealing with the request. You may wish to refine the request in order to reduce the cost.

Where the cost of postage, printing or photocopying is below £10.00 we will not make a charge.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @.5p per sheet (black and white)	Actual cost
	Photocopying @ .8p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory fee		In accordance with the relevant legislation