



**Atomix**  
Educational  
Trust

# Freedom Of Information Policy

Version 1.1 2025

## **Access to Information and Publication Scheme**

### **Introduction**

Atomix Educational Trust is committed to making as much information about Atomix Educational Trust activities as possible generally available to the public either through published documents (including those published on the ATOMIX EDUCATIONAL TRUST and its academies websites), or on request.

#### **Freedom of Information Act 2000: Publication Scheme**

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities, which include Academies.

Atomix Educational Trust has adopted the Model Publication Scheme produced by the Information Commissioner's Officer. The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects Academies to make available. The Atomix Educational Trust Publication Scheme is attached as Appendix 1.

### **How to access information**

Some documents covered by the scheme are published in electronic format via the Trust's websites. Other documents are only available in hard copy and will be provided on request. We ask that requests are made in writing, and a response will normally be made within 20 working days.

### **Charging Policy**

Printed information on courses and services offered by Atomix Educational Trust is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, Atomix Educational Trust will produce publications and documents in other formats where it is reasonably practical to do so. For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, Atomix Educational Trust will usually make a charge. The charge will normally comprise the cost of photocopying or scanning (current photocopying charges and scanning charges are each 10p per page) or the direct cost of putting the information into other requested formats, plus postage if applicable. The charge will also include an administration cost for the time required to find the information if it is not easily available. The requestor will be informed that the nature of the information requested is more time-consuming to gather and asked if they are prepared to pay the administration charge. In certain circumstances Atomix Educational Trust may waive the fee at its absolute discretion.

## Contact and Complaints

The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

Director of Operations  
Atomix Educational Trust  
Prior Pursglove College Church Walk  
Guisborough TS14 6BU  
Tel 01287 280800  
Email [enquiries@atomix.ac.uk](mailto:enquiries@atomix.ac.uk)

## Complaints about Atomix Educational Trust

Atomix Educational Trust will do everything in its power to meet enquirers' information needs. However, if Atomix Educational Trust is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act. The address is:

Information Commissioner Wycliffe House  
Water Lane Wilmslow Cheshire SK9 5AF

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| Originator                   | Director of Operations                |
| Date of Last Approval        | March 2025                            |
| Approval/review body         | CET/Trustees approved policy Jun 2025 |
| Review interval (years)      | 1 Yearly                              |
| Date of next review/approval | March 2026                            |
| File location                | SharePoint/Website                    |

## Appendix 1

### ATOMIX EDUCATIONAL TRUST Publication Scheme

#### Model Publication Scheme for Schools (including Academies), (Information Commissioner's Office) Descriptions of the 7 Main Information Classes and Sub-Classes.

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

| <b>1. Who we are and what we do</b><br>Organisational information, structures, locations and contacts |   |  |
|---|---|--|
| <b>Sub classes</b>  |   | <b>Explanatory Notes</b>   |
| 1.1   | <b>Legal Framework, Instrument of Government or Articles of Association Prospectus and curriculum</b> | Information relating to the legal and corporate status of the institution.<br><br>An outline of the school/college curriculum.   |
| 1.2   | <b>Governing Body</b>   | Make available the names of the governors, and the basis on which they have been appointed, along with details of how to contact them via the school.  |
| 1.3   | <b>Information about and duties of the governors</b>  | Publish information on your governing body in accordance with the relevant statutory guidance.   |
| 1.4   | <b>Gender Pay Gap Reporting</b>   | Read the Government's guidance on the <a href="https://www.gov.uk/government/publications/gender-pay-gap-reporting-guidance-for-employers">https://www.gov.uk/government/publications/gender-pay-gap-reporting-guidance-for-employers</a> to find out what information is needed to be published annually. |
| 1.5   | <b>School/College session times and term dates</b>  | Provide details of session times and dates of terms and holidays.  |
| 1.6   | <b>Location and contact details</b>   | Provide the address, telephone number, email and website address for the school/college, together with the names of key personnel. Also provide the names and  |



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|  |  | positions of all staff, and how they may be contacted via the school/college. |
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## **2. What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. It is expected as a minimum that financial information for the current and previous two financial years should be available.

| <b>Sub classes</b> |  | <b>Explanatory Notes</b>  |
|--------------------|--|---|
| 2.1                | <b>Annual budget plan and financial statements</b> | Provide details of the sources of funding and income received by a local authority, directly by central government or from elsewhere, including the private sector, together with the annual budget plan and annual income and expenditure returns.   |
| 2.2                | <b>Expenditure</b>                                 | Details of items of expenditure over £5,000, including costs, supplier and transaction information. This will be published at least annually, or if practical to do so on a quarterly or six-monthly interval.  |
| 2.3                | <b>Capital programme</b>                           | Information on major plans for capital expenditure, details of the capital funding allocated to or by you together with information on related building projects and other capital projects. Include any private finance initiative and public or private partnership contracts.  |
| 2.4                | <b>Financial audit reports</b>                     |   |
| 2.5                | <b>Procurement and contracts</b>                   | Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.  |
| 2.6                | <b>Staff allowances and expenses</b>               | Details of the allowances and expenses that can be incurred or claimed. The total of the allowances and expenses paid to individual senior staff members by reference to categories are to be included. This information is to be produced in line with policies, practices and procedures. As a minimum, travel, subsistence and accommodation will be included. |
| 2.7                | <b>Staff pay and grading structures</b>            | This may be provided as part of the organisational structure. As a minimum it should include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.  |
| 2.8                | <b>Governors' allowances</b>                       | Details of allowances or expenses that can be claimed or incurred, and a record of total payments made to individual governors.   |



| 2.9  | <b>Premiums of other forms of financial support available</b>   | Provide details of any pupil premium funding received and how it is spent.   |
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| 2.10   | <b>TU facility time reporting</b>   | Read the government guidance on trade union facility time to find out what information is to be published. This will be published once a year. |
| <b>3. What our priorities are and how we are doing</b><br>Strategies and plans, performance indicators, audits, inspections and reviews. As a minimum, information in this class to be current information only.<br>Included are any reports or recorded information demonstrating the Trust's planned or actual performance.<br>Information, or a direct link to publicly available information, on internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of teaching and learning. |   |  |
| Sub classes  |   | Explanatory Notes  |
| 3.1  | <b>Performance data supplied to the government</b>  | Include a link to the performance tables.  |
| 3.2  | <b>Latest Ofsted report</b>   |  |
| 3.3  | <b>Performance management information</b>   | Performance management policy and procedures adopted by the governing body.  |
| 3.4  | <b>Future plans</b>   | Any major proposals on future plans involving, for example a consultation on a change in school status.  |
| 3.5  | <b>Exam and assessment results</b>  |  |
| 3.6  | <b>Data protection impact assessments (in full or summary format) or any other impact assessments (e.g. health and safety, equality), as appropriate and relevant</b> |  |
| <b>4. How we make decisions</b><br>Decision making processes and records of decisions.<br>It is expected that information in this class will be available at least for the current and previous three years.   |   |  |
| Sub classes  |   | Explanatory Notes  |



| 4.1  | <b>Admissions policy and decisions</b>                                      | Provide details about admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions do not need to be published. Details of application numbers and patterns of successful applicants, including criteria on which applications were successful should be provided.  |
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| 4.2  | <b>Minutes of meetings of the governing body and its committees</b>         | Publish minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it.   |
| <b>5. Our policies and procedures</b><br>Current written protocols, policies and procedures for delivering our services and responsibilities.<br>It is expected that information in this class will be current information only. |   |   |
| Sub classes  |   | Explanatory Notes   |
| 5.1  | <b>School/College policies and other documents</b>                          | Include policies such as behaviour, anti-bullying, eSafety, special educational needs policies. As a minimum, include policies, procedures and documents that you are required to have by statute, by the funding agreement or equivalent. Include the required policies recommended by the DfE. Also include policies and procedures for handling requests for information and operating the publication scheme. |
| 5.2  | <b>Records management, personal data and access to information policies</b> | Include information security policies, records retention, destruction and archive policies and data protection (including data sharing and CCTV usage) policies.  |
| 5.3  | <b>Equality and diversity</b>   | Include policies, schemes, statements, procedures and guidelines relating to your commitment to the promotion and advancement of equal opportunities, including details of your compliance with the public sector equality duty.  |
| 5.4  | <b>Safeguarding and child protection</b>                                    | Policies and procedures put in place to ensure that we exercise our functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State.  |





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| 5.5   | <b>Pay policy</b>   | The statement of policy and procedures regarding teachers' pay.  |
| 5.6   | <b>Health and safety</b>  |  |
| 5.7   | <b>Policies and procedures for human resources and the recruitment of staff</b> | Make details of current vacancies readily available, if they are advertised as part of recruitment policies.   |
| 5.8   | <b>Careers Programme information</b>  |  |
| 5.9   | <b>Complaints procedures, including for dealing with parental complaints</b>    |  |
| 5.10  | <b>Charging regimes and policies</b>  | <p>Details of any statutory charging regimes, including charging for school activities. Include charging policies about charges made for information routinely published. Clearly state what costs are recovered, the basis on which they are made and how they are calculated.</p> <p>If a fee is charged licensing the re-use of datasets, state how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. A re-use fee cannot be charged if datasets are made available for re-use under the Open Government License.</p> |
| <b>6. Lists and Registers</b><br>It is expected that this information will be contained only in currently maintained lists and registers. |   |  |
| <b>Sub classes</b>  |   | <b>Explanatory Notes</b>   |
| 6.1   | <b>Curriculum circulars and statutory instruments</b>                           | Statutory instruments, departmental circulars and administrative memoranda sent at the Head Teacher/Principal or LGB concerning the curriculum.  |
| 6.2   | <b>CCTV</b>   | Details of the locations or any overt CCTV surveillance cameras operated by you or on your behalf. Decide on the level of detail which is appropriate. This could be by building or more general geographic locations e.g., postcodes or partial postcodes, depending on the security issues raised.   |



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| 6.3   | <b>Disclosure logs</b>  | Where a department produces a disclosure log indicating the information that has been provided in response to a FOIA and EIR request it should be readily available. Disclosure logs are themselves recommended as good practice. |
| 6.4   | <b>Asset register</b>   | Make available some information from capital asset registers.   |
| 6.5   | <b>Any information legally required to hold in publicly available registers</b> |   |
| <p><b>7. The services we offer</b><br/>Information about the services we offer, including leaflets, guidance and newsletters. Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples are:</p> <ul style="list-style-type: none"> <li>○ <b>Extra-curricular activities</b></li> <li>○ <b>Out of school clubs</b></li> <li>○ <b>School publications</b></li> <li>○ <b>Services for which the school/college is entitled to recover a fee, together with those fees</b></li> <li>○ <b>Leaflets, booklets and newsletters</b></li> </ul> |   |   |