

The Diocese of Sheffield Academies Trust

Freedom of Information Publication Scheme



**THE
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SHEFFIELD
ACADEMIES
TRUST**

Approved by: DSAT Trust Board

Date:

Last reviewed on: Summer 2024

Next review due by: Summer 2025

This publication scheme commits The Diocese of Sheffield Academies Trust 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 DSAT. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

DSAT will:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by DSAT and falls within the classifications below.
- Specify the information which is held by DSAT and falls within the classifications below.
- Publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- 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.

Trust and School Website Addresses:

The Diocese of Sheffield Academies Trust	https://www.dsat.education/
Aston All Saints CofE Primary School	https://www.astoncofe.co.uk/
Canon Popham CofE Primary Academy	https://www.canonpopham.co.uk/
Emmanuel Anglican/Methodist Junior School	https://www.emmanuel.sheffield.sch.uk/
Flanderwell Primary School	https://www.flanderwell.co.uk/
Kilnhurst St Thomas' CofE Primary Academy	https://www.stthomas-kilnhurst.co.uk/
Laughton All Saints' CofE Primary School	https://www.laughtonallsaints.org/
Pye Bank CofE Primary School	https://www.pyebank.sheffield.sch.uk/
Rossington St Michael's CofE Primary School	https://rsmprimary.co.uk/
St Alban's CofE (Aided) Primary School	https://wsap.academy/
St Mary's CofE Primary School	https://www.st-marys.sheffield.sch.uk/
St Oswald's CofE Academy	https://www.stoswaldsacademy.co.uk/
Swallownest Primary School	https://www.swallownestprimary.org/

Thrybergh Fullerton CofE Primary Academy	https://www.thryberghfullerton.co.uk/
Totley All Saints CofE Primary	https://www.totleyallsaints.sheffield.sch.uk/
Travis St Lawrence CofE Primary School	https://www.travis.doncaster.sch.uk/
Treeton CofE Primary School	https://www.treetoncofe.co.uk/
Trinity Croft CofE Primary Academy	https://www.trinitycroft.co.uk/

Classes of information

Information to be published	How the information can be obtained	Cost
<i>Class 1: Who we are and what we do</i>		
About DSAT	Website	Free
Organisation Structure	Website	Free
Articles of Association	Website	Free
Who's who on the Trust Board/Local School Boards	Website/School Website	Free
Contact details for Headteacher	Website/School Website	Free
Trust/school prospectus	Website/School Website	Free
School session times and term dates	School Website	Free
Address of school and contact details, including e-mail and website	Website/School Website	Free
<i>Class 2: What we spend and how we spend it</i>		
Annual Report and Accounts	Website	Free
Annual Budget Plan	Hard copy: available upon request	See charges
Capital funding	Hard copy: available upon request	See charges
Financial audit reports	Hard copy: available upon request	See charges
Details of expenditure items over £5000	Hard copy: available upon request	See charges
Procurement and contracts the Trust/school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the Trust/school's behalf.	Hard copy: available upon request	See charges
Pay policy	Hard copy: available upon request	See charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories.	Hard copy: available upon request	See charges

The staffing, pay and grading structure	Hard copy: available upon request	See charges
Directors/LSB members' allowances that can be incurred or claimed, and a record of total payments made to individuals	Hard copy: available upon request	See charges
<i>Class 3: What our priorities are and how we are doing</i>		
Performance Data	Website	Free
Latest Ofsted report	Website	Free
Post-inspection action plan	Hard copy: available upon request	See charges
The school's future plans	Hard copy: available upon request	See charges
Safeguarding and child protection	Website	Free
<i>Class 4: How we make decisions</i>		
Admission policy/decisions (not individual admission decisions)	Website	Free
The governing board and its committee agendas and meeting minutes. (This excludes information that is regarded as private to the meetings.)	Hard Copy	See charges
<i>Class 5: Our policies and procedures</i>		
Accessibility plan	Hard Copy	See charges
Admission arrangements	School Website	Free
Admission register	Hard Copy	See charges
Attendance policy	Website	Free
Attendance register	Hard Copy	See charges
Charging and remissions policy	School Website	Free
Complaints policy	Website	Free
Data Protection; Records management, data policies and procedures held in addition to the data protection policy and FOI procedures	Website	Free
Early years foundation stage (EYFS) policy and procedures	School Website	Free
Equality information	Website	Free
Exclusions policy	Website	Free
Health and Safety	Website	Free
Relationships and sex education and health education (RSHE)	School Website	Free
Premises management documents	Hard Copy	See charges
Safeguarding policy	School Website	Free

Safer Recruitment Policy	Hard Copy	See charges
School Behaviour policy	School Website	Free
Special educational needs (SEN) - SEN information report	School Website	Free
Supporting pupils with medical conditions	School Website	Free
Staff Code of Conduct	Website	Free
Staff Grievance Policy	Website	Free
Staff Discipline	Hard Copy	See Charges
Whistle-blowing procedures	Website	Free
<i>Class 6: Lists and registers</i>		
Curriculum overviews	School Website	Free
Asset register	Hard Copy	See charges
<i>Class 7: The services we offer</i>		
Extra-curricular activities	School Website or Hard Copy	Free
Out of school clubs	School Website or Hard Copy	Free
School publications, leaflets, guidance booklets and newsletters	School Website or Hard Copy	Free

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

Wherever possible, 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, we 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 DSAT 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 authority 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.

Schedule of charges

Type of charge	Description	Basis of charge	Charge
Disbursement charge	Photocopying/printing pence per sheet (black and white)	Actual cost	5p
	Photocopying/printing pence per sheet (colour)	Actual cost	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class	
Statutory Fee	In accordance with the relevant legislation		N/A

Written requests

Information held by DSAT 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.