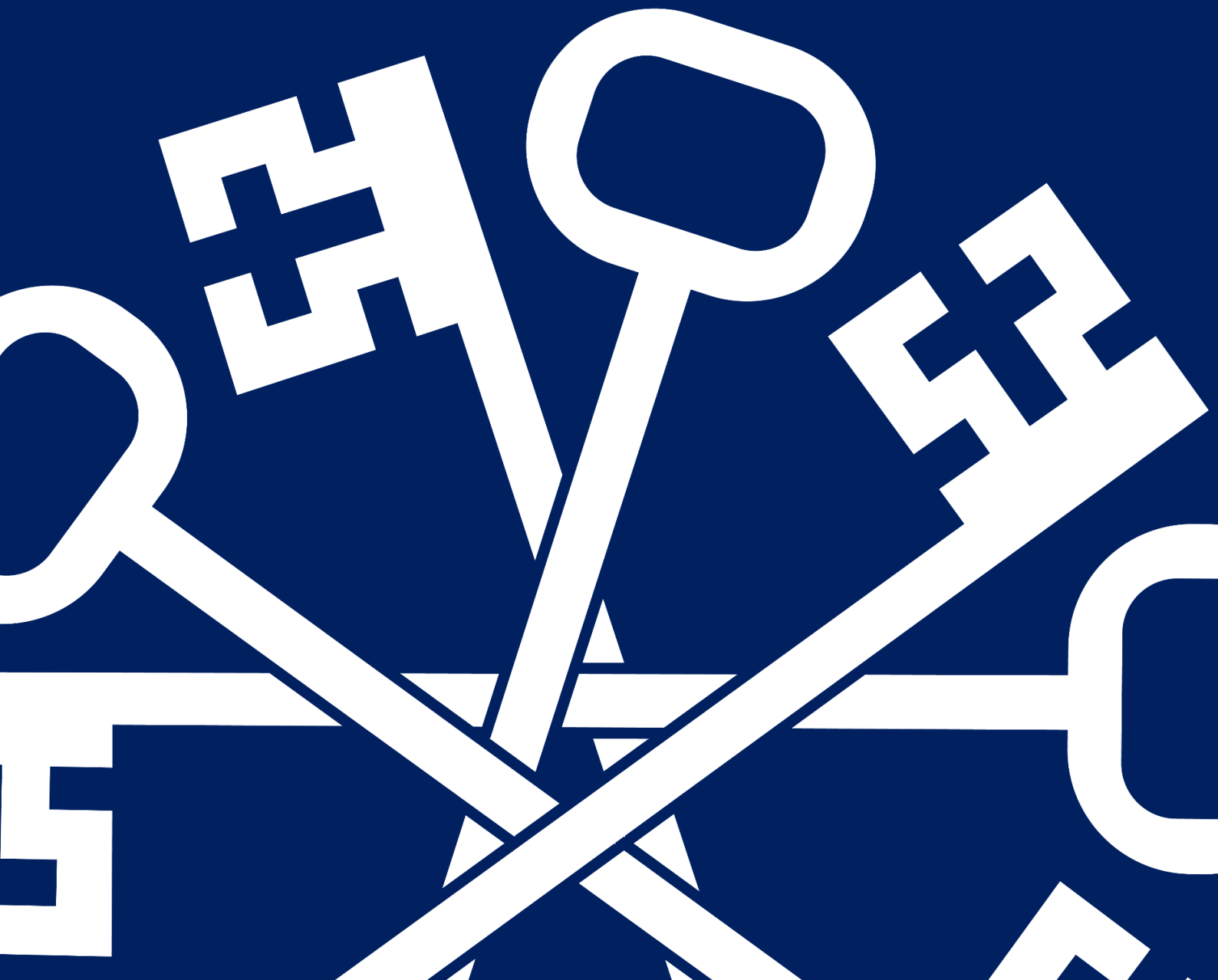




KEYS
ACADEMIES
TRUST

Freedom of Information Publication Scheme Version 1.1



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1. Policy Statement

- 1.1. At the heart of our mission is the belief that every individual has untapped potential waiting to be unlocked. By fostering an environment that challenges and supports growth, we want to create pathways for social mobility. By providing the right tools, guidance, and opportunities, we enable each person to overcome barriers and reach their fullest potential.
- 1.2. We want our schools to not only places of learning but vibrant communities where every person feels they truly belong. Within this students, teachers, and support staff alike should feel they are developing and succeeding. This success should be an achievable reality for all, irrespective of background or circumstance. It may be quite different for each of us, but the key is the feeling of pride in doing well and enjoyment of the journey.
- 1.3. We are committed to building inclusive environments where the uniqueness of every individual is celebrated, and where collective growth is the norm.

2. Change Summary

- 2.1. No significant changes since first policy iteration.

3. Freedom of Information

- 3.1. This publication scheme should be read in conjunction with the Freedom of Information Policy.

4. Appendix 1: Publication Scheme

Information to be published	How the information can be obtained
	Any information which is not available online will be charged for, payable in advance. Usually, £4 for the first 15 pages plus an additional 25p for each additional page requested.
Who we are and what we do Organisational information, structures, locations and contacts. (Current information only)	
Articles of Association	https://www.keystrust.org/attachments/download.asp?file=49&type=pdf

School prospectus and curriculum	Jack Hunt
	https://www.jackhunt.net/page/?title=Curriculum&pid=125
	https://www.jackhunt.net/page/?title=Year+9+Options&pid=132
	https://www.jackhunt.net/page/?title=Sixth+Form&pid=168
	Longthorpe
	https://www.longthorpe.net/page/?title=Our+Curriculum&pid=19
	Nova
	https://www.novaprimarvacademy.co.uk/page/?title=Our+Learning+Curriculum&pid=73
	Ravensthorpe
	https://www.ravensthorpeprimary.org.uk/page/?title=Starting+School+in+2021&pid=33
	https://www.ravensthorpeprimary.org.uk/page/?title=Our+Curriculum&pid=20
	Thorpe
	https://www.thorpeprimary.co.uk/page/?title=Prospectus&pid=73
	https://www.thorpeprimary.co.uk/page/?title=The+Curriculum&pid=48
Academy Committee	Keys Trust
The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school.	https://www.kestrust.org/page/?title=Governance+Structure&pid=16
	Jack Hunt School
	https://www.jackhunt.net/page/?title=Governance&pid=108
	Longthorpe
	https://www.longthorpe.net/page/?title=Governance&pid=13
	Nova
	https://www.novaprimarvacademy.co.uk/page/?title=Governors&pid=31
	Ravensthorpe
	https://www.ravensthorpeprimary.org.uk/page/?title=Governance&pid=13

School session times and term dates

Details of school session times and dates of school terms and holidays.

Thorpe

<https://www.thorpeprimary.co.uk/page/?title=Local+Governing+Body&pid=83>

Jack Hunt

<https://www.jackhunt.net/page/?title=The+School+Day&pid=155>

<https://www.jackhunt.net/page/?title=Term+Dates&pid=124>

Longthorpe

<http://www.longthorpe.net/page/?title=Our+School+Day&pid=37>

<http://www.longthorpe.net/page/?title=Term+Dates&pid=31>

Nova

<https://www.novaprimaryacademy.co.uk/page/?title=Term+Dates&pid=144>

Ravensthorpe

<https://www.ravensthorpeprimary.org.uk/page/?title=Term+dates&pid=31>

<https://www.ravensthorpeprimary.org.uk/page/?title=Our+School+Day+%2D+September+2021&pid=39>

Thorpe

<https://www.thorpeprimary.co.uk/page/?title=Term+Dates&pid=39>

Location and contact information

The address, telephone number, email address and website for the school together with the names of key personnel.

Jack Hunt

<https://www.jackhunt.net/page/?title=Contact+Us&pid=48>

Longthorpe

<http://www.longthorpe.net/contact-us/>

Nova

<https://www.novaprimaryacademy.co.uk/page/?title=Contact+Us&pid=13>

Ravensthorpe

<https://www.ravensthorpeprimary.org.uk/Contact-Us/>

Thorpe

<https://www.thorpeprimary.co.uk/page/?title=Contact+Us&pid=138>

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 two financial years)

Upon Request FOI@keystrust.org

Annual budget plan and financial statements

Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.

Upon Request FOI@keystrust.org

Capital funding

Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with

information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.

Financial audit reports Upon Request FOI@keystrust.org

Procurement and contracts Upon Request FOI@keystrust.org
Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.

Pay policy Upon Request FOI@keystrust.org
The statement of the school's policy and procedures regarding teachers' pay.

Staff allowances and expenses Upon Request FOI@keystrust.org

Staff pay and grading structures Upon Request FOI@keystrust.org
The names and positions of all staff of the school, and how they may be contacted via the school.

Governors' allowances Upon Request FOI@keystrust.org

Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.
(Current information only)

Performance data supplied to the government	<p>Jack Hunt School https://www.find-school-performance-data.service.gov.uk/school/145271/jack-hunt-school/secondary</p> <p>Longthorpe http://www.longthorpe.net/page/?title=School+Performance&pid=23</p> <p>Nova https://www.novaprimaracademy.co.uk/page/?title=Performance%2C+results+and+OFSTED+reports&pid=23</p> <p>Ravensthorpe https://www.ravensthorpeprimary.org.uk/page/?title=School+Performance+including+Ofsted+Report&pid=24</p> <p>Thorpe https://www.thorpeprimary.co.uk/page/?title=How+Are+We+Doing+and+What+are+our+Development+Priorities%3F&pid=65</p>
Latest Ofsted report	<p>Jack Hunt https://reports.ofsted.gov.uk/provider/23/145271</p> <p>Longthorpe https://reports.ofsted.gov.uk/provider/21/145267</p> <p>Nova https://reports.ofsted.gov.uk/provider/21/145739</p>

	<p>Ravensthorpe https://reports.ofsted.gov.uk/provider/21/145266</p> <p>Thorpe https://reports.ofsted.gov.uk/provider/21/144981</p>
<p>Performance management information Performance management policy and procedures adopted by the governing body.</p>	<p>Upon Request: FOI@keystrust.org</p>
<p>The school's future plans Any major proposals for the future of the school involving, for example, consultation on a change in school status.</p>	<p>Upon Request: FOI@keystrust.org</p>
<p>How we make decisions Decision-making processes and records of decisions. (Current and previous three years)</p>	
<p>Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal.</p>	<p>Jack Hunt https://www.jackhunt.net/admissions https://www.jackhunt.net/page/?title=School+Policies&pid=68</p> <p>Longthorpe http://www.longthorpe.net/page/?title=Admissions&pid=15</p> <p>Nova https://www.novaprimaryacademy.co.uk/page/?title=School+Admissions&pid=103</p> <p>Ravensthorpe https://www.ravensthorpeprimary.org.uk/page/?title=Admissions&pid=16</p>

	<p>Thorpe https://www.thorpeprimary.co.uk/page/?title=Admission+Arrangements&pid=79</p>
<p>Minutes of meetings of the governing body and its committees Minutes, agendas and papers</p>	<p>Upon Request FOI@keystrust.org</p>
<p>Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. (Current information only)</p>	
<p>School policies and other documents</p> <p>This must include, as a minimum, policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent.</p>	<p>Keys Trust https://www.keystrust.org/page/?title=Policies&pid=20</p> <p>Jack Hunt School https://www.jackhunt.net/page/?title=School+Policies&pid=68</p> <p>Longthorpe http://www.longthorpe.net/page/?title=Policies&pid=20</p> <p>Nova https://www.novaprimarvacademy.co.uk/page/?title=Curriculum+Policies&pid=89 https://www.novaprimarvacademy.co.uk/page/?title=Statutory+Policies&pid=70</p> <p>Ravensthorpe https://www.ravensthorpeprimary.org.uk/page/?title=Policies&pid=21</p> <p>Thorpe https://www.thorpeprimary.co.uk/page/?title=Policies&pid=59</p>

Records management and personal data policies	https://www.keystrust.org/page/?title=PKAT+Policies&pid=20
Equality and diversity This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.	<p>Keys Trust https://www.keystrust.org/page/?title=Equality+%26amp%3B+Diversity+in+Recruitment&pid=19 https://www.keystrust.org/page/?title=PKAT+Policies&pid=20</p> <p>Jack Hunt https://www.jackhunt.net/page/?title=School+Policies&pid=68 https://www.jackhunt.peterborough.sch.uk/page/?title=Equality+and+Diversity&pid=65</p> <p>Longthorpe http://www.longthorpe.net/page/?title=Equality+%26amp%3B+Diversity&pid=17</p> <p>Nova https://www.novaprimaryacademy.co.uk/page/?title=Statutory+and+other+policies&pid=70</p> <p>Ravensthorpe https://www.ravensthorpeprimary.org.uk/page/?title=Equality+and+Diversity&pid=18</p> <p>Thorpe https://www.thorpeprimary.co.uk/page/?title=Policies&pid=59</p>

Charging regimes and policies	<p>Jack Hunt https://www.jackhunt.net/page/?title=School+Policies&pid=68</p> <p>Longthorpe https://www.longthorpe.net/page/?title=Policies&pid=20</p> <p>Nova https://www.novaprimaryacademy.co.uk/page/?title=Statutory+and+other+policies&pid=70</p> <p>Ravensthorpe https://www.ravensthorpeprimary.org.uk/page/?title=Policies&pid=21</p> <p>Thorpe https://www.thorpeprimary.co.uk/page/?title=General+Policies&pid=62</p>
Lists and registers (Currently maintained lists and registers only)	
Curriculum circulars and statutory instruments Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.	Upon Request FOI@keystrust.org
Disclosure logs If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.	Inspection only Upon Request FOI@keystrust.org

Asset register We would expect some information from capital asset registers to be available, if such registers are held.	Inspection only Upon Request FOI@keystrust.org
Any information the school is currently legally required to hold in publicly available registers	Upon Request FOI@keystrust.org
The services we offer Information about the services the school provides including leaflets, guidance and newsletters.	
Extra-curricular activities	Jack Hunt https://www.jackhunt.net/page/?title=Enrichment+Activities&pid=143 Longthorpe https://www.longthorpe.net/page/?title=Breakfast+%26amp%3B+After+School+Club&pid=35 Nova https://www.novaprimarvacademy.co.uk/page/?title=Curriculum+enrichment&pid=194 Ravensthorpe https://www.ravensthorpeprimary.org.uk/page/?title=Our+Curriculum&pid=20 Thorpe https://www.thorpeprimary.co.uk/page/?title=Prospectus&pid=73 https://www.thorpeprimary.co.uk/page/?title=After+School+Activity+Clubs&pid=24

Out of school clubs	See above, more information available upon request FOI@keystrust.org
Services for which the school is entitled to recover a fee, together with those fees	Upon Request FOI@keystrust.org
Leaflets, booklets and newsletters	<p>Jack Hunt School https://www.jackhunt.net/page/?title=Newsletter&pid=262</p> <p>Longthorpe http://www.longthorpe.net/page/?title=Newsletters&pid=30</p> <p>Nova: https://www.novaprimaryacademy.co.uk/page/?title=2022%2D23+Newsletters&pid=196</p> <p>Ravensthorpe: https://www.ravensthorpeprimary.org.uk/page/?title=Newsletters&pid=30</p> <p>Thorpe https://www.thorpeprimary.co.uk/page/?title=Letters+Home&pid=26</p>