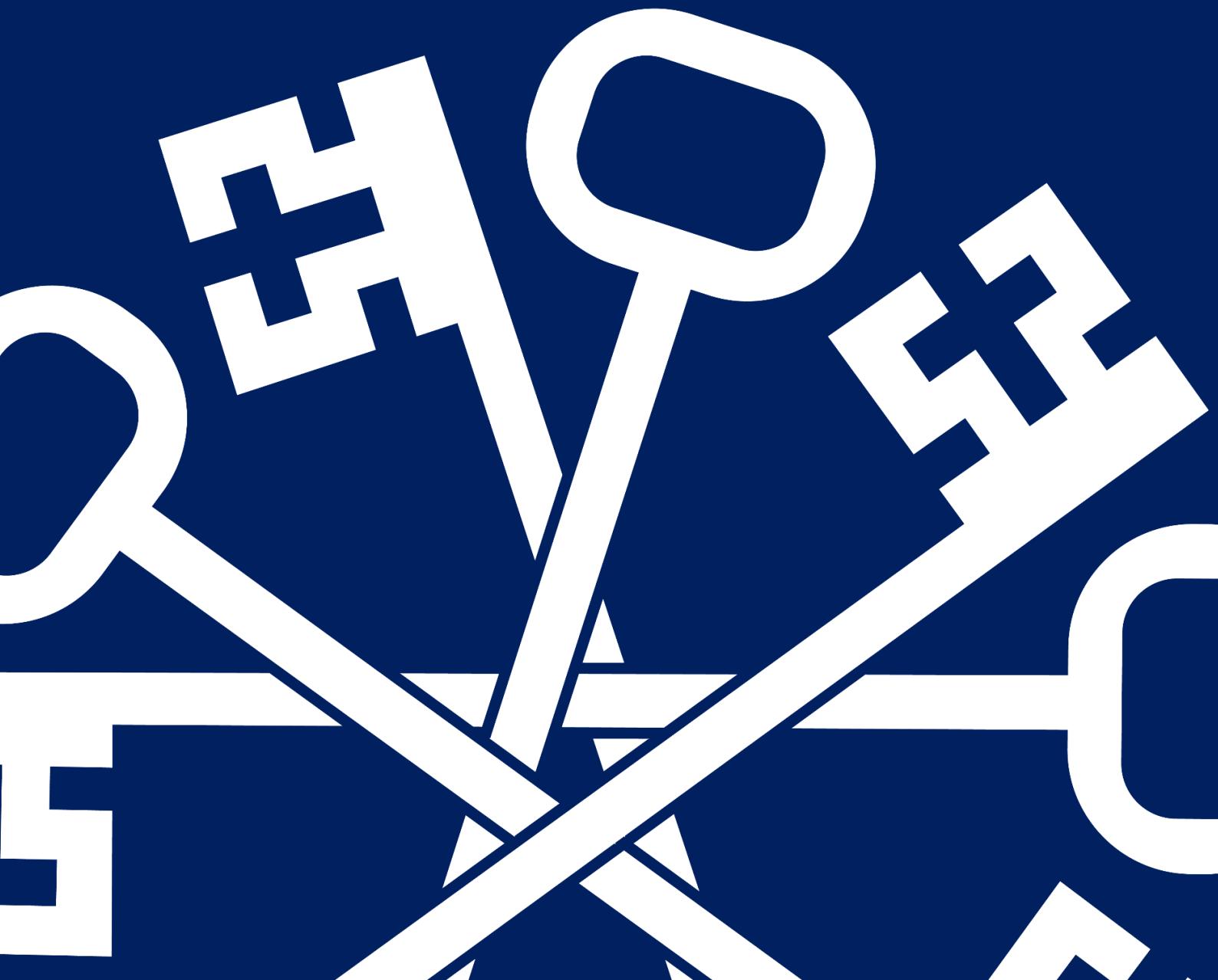




KEYS  
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TRUST

# 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.
<b>Who we are and what we do</b> Organisational information, structures, locations and contacts. (Current information only)	
<b>Articles of Association</b>	<a href="https://www.keystrust.org/attachments/download.asp?file=49&amp;type=pdf">https://www.keystrust.org/attachments/download.asp?file=49&amp;type=pdf</a>

**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.novaprimaryacademy.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**

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.

Keys Trust

<https://www.keystrust.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.novaprimaryacademy.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](mailto: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](mailto: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](mailto:FOI@keystrust.org)

**Procurement and contracts**

Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.

Upon Request [FOI@keystrust.org](mailto:FOI@keystrust.org)

**Pay policy**

The statement of the school's policy and procedures regarding teachers' pay.

Upon Request [FOI@keystrust.org](mailto:FOI@keystrust.org)

**Staff allowances and expenses**

Upon Request [FOI@keystrust.org](mailto:FOI@keystrust.org)

**Staff pay and grading structures**

The names and positions of all staff of the school, and how they may be contacted via the school.

Upon Request [FOI@keystrust.org](mailto:FOI@keystrust.org)

**Governors' allowances**

Upon Request [FOI@keystrust.org](mailto:FOI@keystrust.org)

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

<b>What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews. (Current information only)	
<b>Performance data supplied to the government</b>	<p>Jack Hunt School <a href="https://www.find-school-performance-data.service.gov.uk/school/145271/jack-hunt-school/secondary">https://www.find-school-performance-data.service.gov.uk/school/145271/jack-hunt-school/secondary</a></p> <p>Longthorpe <a href="http://www.longthorpe.net/page/?title=School+Performance&amp;pid=23">http://www.longthorpe.net/page/?title=School+Performance&amp;pid=23</a></p> <p>Nova <a href="https://www.novaprimaryacademy.co.uk/page/?title=Performance%2C+results+and+OFSTED+reports&amp;pid=23">https://www.novaprimaryacademy.co.uk/page/?title=Performance%2C+results+and+OFSTED+reports&amp;pid=23</a></p> <p>Ravensthorpe <a href="https://www.ravensthorpeprimary.org.uk/page/?title=School+Performance+including+Ofsted+Report&amp;pid=24">https://www.ravensthorpeprimary.org.uk/page/?title=School+Performance+including+Ofsted+Report&amp;pid=24</a></p> <p>Thorpe <a href="https://www.thorpeprimary.co.uk/page/?title=How+Are+We+Doing+and+What+are+our+Development+Priorities%3F&amp;pid=65">https://www.thorpeprimary.co.uk/page/?title=How+Are+We+Doing+and+What+are+our+Development+Priorities%3F&amp;pid=65</a></p>
<b>Latest Ofsted report</b>	<p>Jack Hunt <a href="https://reports.ofsted.gov.uk/provider/23/145271">https://reports.ofsted.gov.uk/provider/23/145271</a></p> <p>Longthorpe <a href="https://reports.ofsted.gov.uk/provider/21/145267">https://reports.ofsted.gov.uk/provider/21/145267</a></p> <p>Nova <a href="https://reports.ofsted.gov.uk/provider/21/145739">https://reports.ofsted.gov.uk/provider/21/145739</a></p>

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

	Thorpe <a href="https://www.thorpeprimary.co.uk/page/?title=Admission+Arrangements&amp;pid=79">https://www.thorpeprimary.co.uk/page/?title=Admission+Arrangements&amp;pid=79</a>
<b>Minutes of meetings of the governing body and its committees</b> Minutes, agendas and papers	Upon Request <a href="mailto:FOI@keystrust.org">FOI@keystrust.org</a>
<b>Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. (Current information only)	
<b>School policies and other documents</b>  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.	Keys Trust <a href="https://www.keystrust.org/page/?title=Policies&amp;pid=20">https://www.keystrust.org/page/?title=Policies&amp;pid=20</a>  Jack Hunt School <a href="https://www.jackhunt.net/page/?title=School+Policies&amp;pid=68">https://www.jackhunt.net/page/?title=School+Policies&amp;pid=68</a>  Longthorpe <a href="http://www.longthorpe.net/page/?title=Policies&amp;pid=20">http://www.longthorpe.net/page/?title=Policies&amp;pid=20</a>  Nova <a href="https://www.novaprimaryacademy.co.uk/page/?title=Curriculum+Policies&amp;pid=89">https://www.novaprimaryacademy.co.uk/page/?title=Curriculum+Policies&amp;pid=89</a> <a href="https://www.novaprimaryacademy.co.uk/page/?title=Statutory+Policies&amp;pid=70">https://www.novaprimaryacademy.co.uk/page/?title=Statutory+Policies&amp;pid=70</a>  Ravensthorpe <a href="https://www.ravensthorpeprimary.org.uk/page/?title=Policies&amp;pid=21">https://www.ravensthorpeprimary.org.uk/page/?title=Policies&amp;pid=21</a>  Thorpe <a href="https://www.thorpeprimary.co.uk/page/?title=Policies&amp;pid=59">https://www.thorpeprimary.co.uk/page/?title=Policies&amp;pid=59</a>

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

Charging regimes and policies	Jack Hunt <a href="https://www.jackhunt.net/page/?title=School+Policies&amp;pid=68">https://www.jackhunt.net/page/?title=School+Policies&amp;pid=68</a>  Longthorpe <a href="https://www.longthorpe.net/page/?title=Policies&amp;pid=20">https://www.longthorpe.net/page/?title=Policies&amp;pid=20</a>  Nova <a href="https://www.novaprimaryacademy.co.uk/page/?title=Statutory+and+other+polices&amp;pid=70">https://www.novaprimaryacademy.co.uk/page/?title=Statutory+and+other+polices&amp;pid=70</a>  Ravensthorpe <a href="https://www.ravensthorpeprimary.org.uk/page/?title=Policies&amp;pid=21">https://www.ravensthorpeprimary.org.uk/page/?title=Policies&amp;pid=21</a>  Thorpe <a href="https://www.thorpeprimary.co.uk/page/?title=General+Policies&amp;pid=62">https://www.thorpeprimary.co.uk/page/?title=General+Policies&amp;pid=62</a>
<b>Lists and registers</b> (Currently maintained lists and registers only)	
Curriculum circulars and statutory instruments	Upon Request <a href="mailto:FOI@keystrust.org">FOI@keystrust.org</a>
Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.	
Disclosure logs	Inspection only Upon Request <a href="mailto:FOI@keystrust.org">FOI@keystrust.org</a>
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.	

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

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