

Freedom of Information Act 2000

Published Guide to Information

Information available from the Youth Engagement Schools Trust under the model publication scheme

This 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	Cost
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	<p>Website: www.theyestrust.org</p> <p>Hard Copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Head teacher's contact details</p>	<p>Website: www.theyestrust.org</p> <p>Hard Copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Who's who in the school/academy</p>	<p>Website: www.theyestrust.org</p> <p>Hard Copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Who's who on the governing body / board of governors and selection criteria for appointment</p>	<p>Website: www.theyestrust.org</p> <p>Hard Copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>

Governing body's contact details		
For academies: Trustees' contact details	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
For academies: Trustee who's who	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Instrument of Government / Articles of Association	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
School/academy prospectus	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
School/Academy session times and term dates	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
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	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Annual budget and financial statements	Website: www.theyestrust.org , or email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
For academies: Annual accounts	Website: www.theyestrust.org (Trust Financial Statements) Hard Copy: available upon request – contact school	Free 5p per page

Capital funding	Website: www.theyestrust.org (Trust Financial Statements) Hard Copy: available upon request – contact school	Free 5p per page
Financial Audits reports	Website: www.theyestrust.org (Trust Financial Statements) Hard Copy: available upon request – contact school	Free 5p per page
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Website: www.theyestrust.org (Trust Financial Statements) Hard Copy: available upon request – contact school	Free 5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Procurement and contracts we have entered into	email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Details of any premiums we receive such as Pupil premium.	Website: www.theyestrust.org (Trust Financial Statements) Hard Copy: available upon request – contact school	Free 5p per page

<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>	<p>Website: www.theyestrust.org (Trust Financial Statements)</p> <p>Hard Copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Annual Report</p>	<p>Website: www.theyestrust.org</p> <p>Hard Copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) <i>(delete as appropriate)</i></p> <ul style="list-style-type: none"> - Summary - Full report - Post-inspection action plan 	<p>Website: www.theyestrust.org</p> <p>Hard Copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Exam and assessment results</p>	<p>Website: www.theyestrust.org</p> <p>Hard Copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Performance tables</p>	<p>Website: www.theyestrust.org</p> <p>Hard Copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Careers programme information</p>	<p>Website: www.theyestrust.org</p> <p>Hard Copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>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.</p>	<p>Website: www.theyestrust.org</p> <p>Hard Copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)</p>	<p>Website: www.theyestrust.org</p> <p>Hard Copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page

School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Safeguarding and child protection, including protecting children's personal data	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Policies and procedures relating to recruitment and human resources	Website: www.theyestrust.org , or email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Special educational needs	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Pay Policy	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Charging regimes and policies	Website: www.theyestrust.org	Free

	Hard Copy: available upon request – contact school	5p per page
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Website: www.theyestrust.org , or email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Curriculum circulars and statutory instruments	Website: www.theyestrust.org , or email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Website: www.theyestrust.org , or email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Disclosure logs, ie information provided in response to FOIA/EIR requests	Website: www.theyestrust.org , or email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Asset register and Information Asset register	Website: www.theyestrust.org , or email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Any information we are currently legally required to hold in publicly available registers	Website: www.theyestrust.org , or email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Website: www.theyestrust.org , or email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page

Current information only		
Extra-curricular activities	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Out of school/academy clubs	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Services for which we are entitled to recover a fee, together with those fees	Website: www.theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Requests for paper copies of information	email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page
Our publications, leaflets, books and newsletters		
Additional Information Any information that is not itemised in the lists above	email admin@theyestrust.org Hard Copy: available upon request – contact school	Free 5p per page

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 2p per sheet (black & white)	5p per sheet
	Photocopying @ 10p per sheet (colour)	5p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

