Freedom of Information Publication Scheme

1. Introduction

One of the aims of the Freedom of Information Act 2000 (referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they hold and will make public.

To do this, The Priory Federation of Academies Trust must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- Whether the information is available free of charge or on payment.

Our obligations cover information already published and information which is to be published in the future. If the information is not available for you on our website to download and print, then hard copies can be made available through the contact details set out in Section 4 below.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools and academies approved by the Information Commissioner.

2. Aims and Values

At the heart of our ethos is equality of opportunity and shared understanding, respect and tolerance for each other's differences and needs. We aim to instil in our students the values and characteristics necessary to become successful, confident and responsible members of society; and to teach them the value of self-discipline, resilience and endeavour in order to become life-long learners.

The Trust's Mission:

- To improve the life chances of our students so they become true citizens of the world.

The Trust's Values:

Wisdom: Nurturing deeply cultured, reflective and philosophical thinkers of the future.
Curiosity: Empowering intellectual curiosity, active learning and inquisitiveness.
Generosity: Fostering empathy, mutual respect and courtesy in a global community.
Courage: Championing integrity, resilience and the value of personal endeavour.
Passion: Igniting a sense of awe and wonder, moral conviction and ambition.

The information we collect and hold is a means of showing how we are pursuing these objectives.

3. Categories of information published

The publication scheme identifies categories of information known as 'classes'. These are contained in Section 6 below.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Trust by telephone, email or letter. Contact details are set out below or you can visit our website at www.prioryacademies.co.uk.

Email: federation@prioryacademies.co.uk.
Telephone: 01522 871370
Contact Address: The Priory Federation of Academies Trust, Clayton Road, Lincoln LN5 8RE.

To help us process your request, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please).

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the Trust to ask if we have it.

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 the Trust 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.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request, in line with a charging regime specified by Parliament.

6. Classes of information held

The classes of information that we undertake to make available are organised into four broad topic areas:

Academy Prospectus – information published in each Academy prospectus.
Trustees' and Governors' Documents – information contained in governing body documents.
Pupils & Curriculum – information about policies that relate to students and the Academy curriculum.
Trust Policies and other information related to the Academies – information about policies that relate to the Trust and its Academies in general.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the FOIA, or is otherwise properly considered to be protected from disclosure (for example, for reasons associated with data protection or commercial sensitivity).
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or it is difficult to access for similar reasons.

Scheme Responsibility	Board of Trustees
Designated Member of Staff	Clerk to the Trust
Adoption of Current Scheme	March 2026
Date of next review	March 2028