



Freedom of Information Publication Scheme

January 2026

Approved by:	Date:
Audit & Risk Committee	28 January 2026
Policy Owner:	Review Summary:
Shaun Millington, CFO	New trust policy
Links to:	Review Frequency:
Information Governance Policy Framework	Every 2 Years

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Freedom of Information Publication Scheme

1. Purpose

The purpose of this document is to set out the various categories of information that academies routinely publish and makes available.

2. Scope

This document fulfils the requirements set out by the Information Commissioner's Office (ICO) with regard to the minimum content of school publication schemes.

Introduction

3. What is in the Publication Scheme

The model scheme requires the trust, as a public authority, to "produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public".

The Publication Scheme therefore sets out:

- the classes of information which we publish or intend to publish;
- the manner in which the information will be published; and
- whether the information is available free of charge or on payment.

The ICO expects the trust to make the information detailed in this document available within the Publication Scheme unless:

- We do not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute.
- The information is readily and publicly available from an external website; such information may have been provided by the trust or on its behalf. If that is the case we will provide a direct link to the information.
- The information is archived, out of date, or otherwise inaccessible.

- It would be impractical or resource intensive to prepare the material for routine release.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is either available for you on our website [Home - The Forge Brook Trust](#) to download and print off or available in paper form from the trust on request.

Some information that we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The trust does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats. These costs will be confirmed prior to disclosure.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the trust using the contact details below:

Forge Brook Trust
Joseph Leckie Academy
Walstead Road West
Walsall
WS5 4PG

dataprotection@forgebrook.co.uk

To help us process your request quickly, 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 school to ask if we have it. You can do this by making a Freedom of Information request or Subject Access Request (if you require your personal data) to the trust. For more information on how to do this please visit [The Forge Brook Trust](#)

5. Review and Revision

This scheme will be reviewed as it is deemed appropriate, but no less frequently than every 2 years.

Publication scheme review will be undertaken by January 2028.

6. 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 unless stated otherwise in section 5. 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.

Charges may be made for actual disbursements incurred such as:

- Repetitive requests
- Vexatious Requests
- If the request is manifestly unfounded or excessive

7. Classes of Information Currently Published

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do	
Organisational information	Website
Articles of Association and Funding Agreement	Website
Governance Information – Trust Board	Website
Governance Information – Local Governing Bodies	Website and School Websites
School Prospectus and Curriculum	School websites
School sessions times and term dates	School websites
Location and contact information	Website and School websites
Class 2 – What we spend and how we spend it	
Annual financial statements	Website
Annual budget Plan	Hard copy from trust
Capital Funding	Hard copy from trust
Additional Funding	Hard copy from trust
Procurement and Contracts	Hard copy from trust
Pay Policy	Website
Staffing and Grading Structure	Hard copy from trust
Governor’s allowances	Website
Class 3 – What our priorities are and how we are doing	

Performance Data	Website
Ofsted Reports	Website
Strategies and plans	Hard copy from trust
Performance Management Information	Hard copy from trust
Future Plans	Hard copy from trust
Every Child Matters/Child protection and Safeguarding	School websites
Class 4 – How we make decisions	
Admissions Policy	Website and School Websites
Minutes of Governance meetings (information considered to be private will not be included)	
Class 5 – Our policies and procedures	
Trust and school policies	Website and School Websites
Pupil and Curriculum Policies	School websites
Records management and Data Policies	Website and School Websites
Equality and Diversity Policies	Website and School Websites
Recruitment Policies	Website and School Websites
Charging regimes and Policies	Website and School Websites
Class 6 – Lists and registers	
Curriculum Circulars and Statutory instruments	
Disclosure Logs	
Asset Registers	
Class 7 – The services we offer	
Careers guidance provision	School Websites
Extra-Curricular Activities	School Websites
School Publications	School Websites
Community services	School Websites
Leaflets, booklets and newsletters	School Websites

8. Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any amendments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to

Data Protection Officer
Forge Brook Trust
Joseph Leckie Academy
Walstead Road West
Walsall
WS5 4PG

dataprotection@forgebrook.co.uk

If you are not satisfied with the assistance you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at the following address:

Information Commissioner Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

OR

Enquiry/Information Line: 01625 545 700

Email: publications@ic-foi.demon.co.uk

Website: www.ico.gov.uk