SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Policy Name	**FOI Publication Scheme**
Approved by	Finance, HR & Audit Committee
Date Approved	August 2026
To be Reviewed by	June 2027

Introduction

This Scheme Commits the Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public Model publication scheme Model publication scheme Version 1.2 20151023 2 authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

For the purposes of this scheme:

SWECET – South West Essex Community Education Trust
WES – William Edwards School
OHA – Orsett Heath Academy
MPA – Marshalls Park Academy
SCP – Stifford Clays Primary
CSM – Chadwell St Mary Primary
DPS – Denholm Primary School

Class 1 – Who we are and what we do

Organisational information, structures, locations and contacts

Information to be published	Location
Instrument of Government or Articles of Association	SWECET-Statutory Information
School Prospectus – please see links to our three secondary schools	WES_Prospectus_2025_070725__1_.pdf Orsett Heath Academy - Prospectus Marshalls Park Academy - Prospective Parents
An outline of the school curriculum	Marshalls Park Academy - Our Curriculum SCP-Curriculum William Edwards School - Curriculum Deneholm Primary School - Curriculum Orsett Heath Academy - Curriculum Curriculum – Chadwell (chadwellstmary.org.uk)
Trust Board / Governing Body Overview	SWECET-Governance SWECET-Our People
Information About & Duties of the Trustees/Governors	SWECET-Governance
Gender Pay Gap Reporting	SWECET-Statutory Information
School Session Times	Deneholm Primary School - School Day Orsett Heath Academy - School Day William Edwards School - School Day Marshalls Park Academy - The School Day CSM-The School Day

	SCP-The School Day
School Term Dates	William Edwards School - Diary Dates Orsett Heath Academy - Diary Dates Marshalls Park Academy - Term Dates CSM-Term Dates SCP-Term Dates Deneholm Primary School - Term Dates
Location and Contact Information	Deneholm Primary School - Contact Us William Edwards School - Contact Us Marshalls Park Academy - Contact Us Chadwell St Mary Primary School - Contact Us Stifford Clays Primary School - Contact Us OHA-Contact Us SWECET-Get in Touch

Class 3 – What Our Priorities Are & How We Are Doing

Strategies and plans, performance indicators, audits, inspections and reviews

Information to be published	Location
Performance Data Supplied to the Government – no current information available for OHA	MPA - School Data in England WES-School data in England CSM-School data in England SCP-School data in England DPS-School data in England
Latest Ofsted Report – Orsett Heath Academy is a new school and has not yet been inspected	SCP-Ofsted WES-Ofsted MPA-Ofsted CSM-Ofsted DPS-Ofsted Orsett Heath Academy - Inspection
Exam & Assessment Results – Orsett Heath Academy is a new school and has not produced exam results	WES-Exam Results MPA-Exam Results DPS-Academic Data CSM-Academic Data SCP-Academic Data
Performance Tables	WES-Exam Results MPA-Exam Results DPS-Academic Data CSM-Academic Data SCP-Academic Data
Financial information	South West Essex Community Education Trust - Statutory Information

Class 4 – How We Make Decisions Decision Making Processes and Records of Decisions	
Information to be published	**Location**
Admissions Policy & Decisions	CSM-Admissions WES-Admissions & Appeals OHA-Admissions and Appeals SCP-Admissions Arrangements DPS-Admissions MPA-Admissions
minutes of Meetings of the Governing Body and its Committees	Please contact the Trust with a completed Freedom of Information Request form

Class 5 – Our Policies & Procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Information to be published	Location
School Policies & Other Documents **Data Protection Policies** **Equality & Diversity** **Safeguarding & Child Protection** **Health & Safety Policy** **Complaints Procedures, including for dealing with parental complaints** **Charging Regimes**	SCP-Policies SWECET Data Protection Policies DPS-Policies WES-Policies MPA-Policies OHA-Policies SWECET-Policies
Recruitment of Staff	SWECET-Vacancies
Careers Programme Information	WES-Careers MPA-Careers and Raising Aspirations OHA-Careers Guidance

Class 6 – Lists & Registers	
Information to be published	**Location**
CCTV	SWECET-Policies
Asset Register	SWECET-Statutory Information
Any information that you are legally required to hold in publicly available registers	SWECET-Governance

Class 7 – The Services We Offer

Information about the services the school provides, including leaflets, guidance and newsletters.

Information to be published	Location
Extra-curricular Activities	CSM-Clubs WES-Enrichment WES-Extra-Curricular WES-Personal Development OHA-Extra-Curricular OHA-Personal Development MPA-School Clubs Stifford Clays Primary School - Clubs
Out of School Clubs	Orsett Heath Academy - Duke of Edinburgh Award WES-Duke of Edinburgh MPA-Duke of Edinburgh
Services for which the school is entitled to recover a fee, together with those fees	SCP-Nursery SCP-School Dinners CSM-School Dinner Menu OHA-School Meals WES-School Meals MPA-Our Canteen
Newsletters	DPS-Newsletters CSM-Newsletters WES-News OHA-News MPA-Newsletters

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by the Trust that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Charges & Fees

Where information is available on our websites it is free of charge. Where information is not available on our website but forms part of our Publication Scheme it is free of charge. Where information is available on our website, but you have requested a hard copy a charge can be made to cover costs, please see below.

- Photocopying/printing @ 10p per sheet (black & white)
- Photocopying/printing @ 15p per sheet (colour)
- Postage – applied at cost of Royal Mail standard 2nd class post