David Ross Education Trust

Broadening Horizons

Publication Scheme 2026/2027

Document Management Information

Applicable to:	This publication scheme is a trust-wide scheme and applies to all academies.
Dissemination:	The publication scheme will be available on the Trust website.
Implementation:	Applicable to all DRET academies
Review Frequency:	The publication scheme will be reviewed annually. The publication scheme will also be reviewed earlier if needed in light of new evidence, legislation or guidance.
Policy Author:	George Selby, Head of Data Protection and Compliance
Executive Policy Owner:	Maria Maltby, Director of Governance
Approval by:	Executive Board
Approval Date:	19 October 2026
Next Review Due:	October 2027

Revision History

Document version	Description of Revision	Date Approved
V0.1	Version for Executive Team review	22 October 2020
V1.0	Approved document	22 October 2020
V1.2	Document Reviewed October 2021	01 October 2021
V1.3	Update of expired web links and Executive Team review	7 November 2023
V1.4	No changes, Executive Team review	5 November 2024
V1.5	Annual review; updated review frequency, terminology and formatting consistency.	19 October 2026

Contents

Contents 3
1. What is the publication scheme? 4
2. Classes of Information 4
3. Making information available 5
4. Charges which may be made for information published under this scheme 5
5. Requests for information 6
6. The scheme 7

1. What is the publication scheme?

1.1. The Freedom of Information Act (2000) (FOI) requires all Public Authorities to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

1.2. The scheme commits our 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.
- specify the information which is held by the authority and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- review and update on a regular basis the information the authority makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.
- 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 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.

2. Classes of Information

2.1. There are 7 classes of information we hold:

1) **Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.

2) **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3) **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.

4) **How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5) **Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.

6) **Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of the authority.

7) **The services we offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

2.2. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available because it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. Making information available

3.1. The method by which information published under this scheme will be made available: the Trust will publish on its main website or on individual academy websites, as appropriate, the information which it is required to publish, having regard to the guidance of the Department for Education.

3.2. Information requested under this scheme will be provided electronically in the first instance, alternatively hard copies can be made available. 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 an authority is legally required to translate any information, it will do so.

3.3. 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.

4. Charges which may be made for information published under this scheme

4.1. 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 authority for routinely published material will be justified and transparent and kept to a minimum.

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

4.3. 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

4.4. 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.

4.5. 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.

4.6. 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.

5. Requests for information

5.1. Information held by the David Ross Education Trust and its Academies, that is not published under this scheme can be requested by contacting the Data Protection Officer by email or in writing.

5.2. The Trust's Data Protection Officer is George Selby.

5.3. Email: Dataprotection@dret.co.uk.

5.4. Postal Address:

David Ross Education Trust
Charnwood College
Thorpe Hill
Loughborough
Leicestershire
LE11 4SQ

5.5. Requests for information should detail what information is required and include a contact name and email address or postal address to facilitate a response.

5.6. 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.

6. The scheme

Information available	How the information can be obtained	Charge
Class 1: who are we and what we do Organisational Information, structure, locations and contacts		
About the Trust	DRET website - https://www.dret.co.uk/Our-Trust/	No Charge
Trust Vision, Values and Strategy	DRET website - https://www.dret.co.uk/The-Trust-Strategy/	No Charge
Articles of Association	DRET website - https://www.dret.co.uk/Governance/	No Charge
Master Funding Agreement	DRET website - https://www.dret.co.uk/Funding-Agreements/	No Charge
Academy Funding Agreements	DRET website - https://www.dret.co.uk/Funding-Agreements/	No Charge
Governance Arrangements and Scheme of Delegation	DRET website - https://www.dret.co.uk/Governance/	No Charge
Trust Board and Directors Trustee terms of office	DRET website https://www.dret.co.uk/Our-Team/ DRET website - https://www.dret.co.uk/Governance/	No Charge
Academy Governors	Individual academy websites	No Charge
Location and Contact Information	DRET and individual academy websites	No charge
DRET Head Office staffing structure	Hard Copy/ Electronic copy through request to dataprotection@dret.co.uk	No Charge
Key academy personnel	Individual academy websites	No charge
Academy term dates	Individual academy websites	No Charge
School session times, time of the day	Individual academy websites	No Charge
Academy Prospectus	Individual academy websites	No Charge
Academy admissions policies	DRET website - https://www.dret.co.uk/Admissions-Arrangements/ and individual academy websites	No Charge
Class 2: What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
Statutory Accounts	DRET website - https://www.dret.co.uk/Financial-Information/	No Charge
Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year.	Electronic/hard copy through request to dataprotection@dret.co.uk	No Charge
Procurement and contracts	Electronic/hard copy through request to dataprotection@dret.co.uk	No Charge
Pay Policy	Electronic/hard copy through request to dataprotection@dret.co.uk	No Charge
Procurement Policy	Electronic/hard copy through request to dataprotection@dret.co.uk	No Charge
Expenses Policy	Electronic/hard copy through request to dataprotection@dret.co.uk	No Charge
Class 3: What our priorities are and how we are doing. Strategies and plans, performance indicators, audits, inspections and reviews		
Trust Vision, Values and Strategy	DRET website - https://www.dret.co.uk/The-Trust-Strategy/	No Charge
Ofsted Reports - Trust focussed Review	Ofsted website - https://reports.ofsted.gov.uk/provider/1000/2854	No charge
OFSTED Reports – Individual Academies	OFSTED Website - https://reports.ofsted.gov.uk/	No Charge

Information available	How the information can be obtained	Charge
Academy examination results	School performance tables website - https://www.gov.uk/government/collections/statistics-performance-tables	No Charge
Safeguarding policies and procedures	DRET website - https://www.dret.co.uk/Policies/ and individual academy websites	No Charge
Class 4: How we make decisions. **Decision making processes and records of decisions**		
Academy admissions policies	DRET website - https://www.dret.co.uk/Admissions-Arrangements/ and individual academy websites	No Charge
Trust Board and Academy Scrutiny Committee meeting agendas and minutes	Electronic copy through request to dataprotection@dret.co.uk	No Charge
Class 5: Our policies and procedures. **Current written protocols, policies and procedures for delivering our services and responsibilities**		
• Trust policies, including but not limited to safeguarding, data protection, complaints, admissions, behaviour, attendance, health and safety, finance, governance and education-related policies.	DRET website - https://www.dret.co.uk/Policies/ and individual academy websites	No Charge
Class 6: Lists and registers. **Currently maintained lists and registers only**		
Declarations of Business Interest Register	Electronic copy through request to dataprotection@dret.co.uk	No Charge
Statutory Registers	Electronic copy through request to dataprotection@dret.co.uk	No Charge
Asset Register	Electronic copy through request to dataprotection@dret.co.uk	No Charge
Class 7: The services we offer **Information about the services we offer, including leaflets, guidance & newsletters**		
Our approach	DRET website - https://www.dret.co.uk/our-approach/ and individual academy websites	No charge
Academy Extracurricular Activities	DRET website - https://www.dret.co.uk/Outstanding-Opportunities/ and individual academy websites	No Charge
DRET Inspiration Fund	DRET website - https://www.dret.co.uk/Inspiration-Fund/	No Charge
School Specific Publications	Individual academy websites	No Charge
Leaflets and Newsletters	Individual academy websites	No Charge