

Odyssey Collaborative Trust Publication Scheme

This is a list of information we hold. Not all will be released as part of an FoI request. All requests will be considered in line with our policy and obligations.

Information available	How the information can be obtained	Charge
Information, structure, locations and contacts Current information only		
Who's who in Odyssey Collaborative Trust	Website	No charge
Governing body – names and contact details of the governors and the basis of their appointment	Individual School websites	No charge
Instrument of Government –Funding Agreements	DfE website	No charge
Staffing structure	Trust & Individual School Websites	No charge
School Session times, term dates and holidays	Trust & Individual School Websites	No charge
Location & Contact information – address, telephone numbers & website	Trust & Individual School Websites	No charge
Contact details for the Principal and the Governing Body	Trust & Individual School Websites	No charge
School Prospectus	Individual School Websites	No charge
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Minimum of current and the previous two years financial year)		
Annual financial statements, capital funding and income generation for prior years	Hard copy and on website	No charge
Statutory Accounts	Trust/ Companies House website	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 copy through request to Chief Operations Officer	No charge
Procurement and contracts, subject to the commercial/confidential public interest test	Electronic copy through request to Chief Operations Officer	No charge
Pay Policy – statement on general procedures	Hard copy	Schedule of charges
Staff grading and structure	Hard copy	Schedule of charges
Governors' allowances – details if allowances/expenses that can be claimed/incurred	Hard copy	Schedule of charges

Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
School Profile -Government supplied data -Latest OFSTED report – summary and full report -Examination results	DfE Website Ofsted website School website	Schedule of charges No charge
Performance Management policy and procedures	Hard copy	Schedule of charges
Recruitment Procedures and Guidance	Hard Copy	
Future plans	Trust & Individual School Websites	No charge
Safeguarding policies and procedures	Hard copy & Individual school Website	Schedule of charges
Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy and decisions (not individual decisions)	Individual school websites	No charge
Governing Board meeting agendas and minutes – (this will exclude information that is properly regarded as confidential to the meeting)	Hard copy & Individual school websites	Schedule of charges No charge
Current written protocols, policies and procedures for delivery our services and responsibilities Current information as a minimum		
Policies including: Charging and remission policy Health & Safety Policy Complaints Policy Values and Ethos Child Protection Policy	Hard copy & Individual school websites	No charge
Pupil and curriculum policies including: Home School Agreement Curriculum Policy Sex Education Policy Special Needs Educational Policy/Information Report Accessibility Policy	Hard copy & Individual school websites	No charge

Procedures and Policies Current information as a minimum		
Pupil and curriculum policies including: (cont'd) Equality Policy Education Policy Pupil Behaviour, Discipline Exclusion Policy	Hard copy & Individual school websites	No charge
Records Management and Personal Data Policies: Information security policies Records retention policies Destruction and archive policies Data Protection policies	Hard copy Trust & School Website	No charge
Charging Regimes and policies: includes details of any statutory charging regimes – charges made for information routinely published. Clearly stating what costs are to be recovered, the basis on which they are made and how they are calculated.	Hard copy	No charge
Lists and Registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure Logs	In school	Schedule of charges
Asset Register	In school	Schedule of charges
Any information the Trust are currently legally required to hold in publicly available registers	Hard copy	Schedule of charges
Information services Currently information only		
Extra-curricular activities Out of School Clubs	Individual School websites	No charge
School publications	Individual School websites	No charge
Services for which the school is entitled to recover a fee, together with those fees	Individual School websites	No charge
Leaflets, booklets and newsletters	Individual School websites	No charge