

2026-2029

Our Community Multi Academy Trust
CEO – David Whitehead



Freedom of Information Publication Scheme

Approved by	Board of Directors
Author	Trust Safeguarding Lead & Data Protection Officer (Sarah Baker)
Version	2.0
Approved on	15 July 2026
New Review date	July 2029

1. Introduction

This publication scheme sets out the information that Our Community Multi Academy Trust routinely publishes in accordance with the Freedom of Information Act 2000 and the model publication scheme approved by the Information Commissioner's Office (ICO). The Trust Board is responsible for ensuring compliance with the Act.

The purpose of the scheme is to ensure transparency and accountability by providing the public with easy access to information about the Trust and its schools.

2. Commitment to Publication

The Trust is committed to:

- Publishing information proactively wherever possible.
- Making information available through our website or upon request.
- Reviewing and updating the information regularly.
- Providing clear guidance on how the public can access information.
- Charging only reasonable costs where printing or postage is required.

3. Accessing Information

Information included in this publication scheme can normally be found on the Trust website or the individual school websites. Where information is not available online, it can be requested from the Trust.

While the Trust is committed to openness, some information may be withheld in accordance with the exemptions set out in the Freedom of Information Act 2000, for example where it contains personal data or is provided in confidence.

Freedom of Information requests should be sent to:

Data protection officer -Sarah Baker
Our Community Multi Academy Trust
Lynsted and Norton Primary School
Lynsted
Sittingbourne
ME9 0RL
Email: dpo@ocmat.org.uk

Requests will be handled in accordance with the Freedom of Information Act 2000 and normally responded to within 20 working days.

4. Charges

Information published on the Trust or school websites is free of charge. The Trust may charge reasonable costs for printing, photocopying, or postage where large amounts of information are requested.

5. Classes of Information

The following classes of information are available under this scheme.

Class 1: Who we are and what we do

Includes organisational information, structures, and contact details.

- Trust organisational structure and leadership information
- Trust Board membership and governance structure
- Articles of Association
- Contact details for senior staff
- School prospectuses
- School session times and term dates

Class 2: What we spend and how we spend it

- Annual budget plans and financial statements
- Funding received and allocated
- Procurement and contract information
- Pay policies and staffing structures
- Trustee or governor expenses

Class 3: What our priorities are and how we are doing

- School improvement plans
- Government performance data
- Ofsted inspection reports
- Performance management policies

Class 4: How we make decisions

- Admissions policies
- Trust Board and committee meeting agendas
- Committee terms of reference
- Minutes of meetings (excluding confidential items)

Class 5: Our policies and procedures

- Safeguarding and Child Protection Policy
- Complaints Policy
- Health and Safety Policy
- Charging and Remissions Policy

- SEND Policy
- Behaviour / Discipline Policy
- Anti-Bullying Policy
- Accessibility Plan
- Examination policies and procedures
- Data Protection Policy Inc Freedom of information, Subject access requests.

Class 6: Lists and registers

- Disclosure logs of FOI requests
- Asset registers where appropriate
- Any other legally required public registers

Class 7: The services we offer

- Extra-curricular activities and clubs
- School newsletters and publications
- Community services and lettings information

6. Accessibility

The Trust is committed to ensuring information is accessible. If you require information in an alternative format such as large print or accessible digital format, please contact the Trust office.