



KALEIDOSCOPE
Multi Academy Trust

Freedom of Information Publication Scheme for Kaleidoscope Multi-Academy Trust Schools

September 2020

Freedom of Information

Guide to information available from Kaleidoscope Multi-Academy Trust School's under the model publication scheme

Who we are and what we do

Information to be published.	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	This is available on each Kaleidoscope School's website	Information freely available on school website
Instrument of Government/Articles of Association	This is available on the Kaleidoscope MAT Website.	Price on application (POA)
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	This is available on each Kaleidoscope School's website	Information freely available on website
School prospectus	This is available on each Kaleidoscope School's website	Information freely available on website
Annual Report	This is available on the Kaleidoscope MAT Website.	Information freely available on website
Staffing structure	This is available on each Kaleidoscope School's website The MAT Staffing structure is available on the KMAT website.	Information freely available on website
School session times and term dates	This is available on each Kaleidoscope School's website	Information freely available on website
Address of school and contact details, including email address.	This is available on each Kaleidoscope School's website Kaleidoscope contact details are available on the KMAT website.	Information freely available on website

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What we spend and how we spend it

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	This is available on the Kaleidoscope MAT Website.	POA
Capital funding	This is available on the Kaleidoscope MAT Website.	POA
Financial audit reports	This is available on the Kaleidoscope MAT Website.	POA
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	This is available on the Kaleidoscope MAT Website.	POA
Procurement and contracts the school has entered into, or information relating to a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	e.g. contact the school office or enquire via the school email address – include link	POA
Pay policy	This is available on the Kaleidoscope MAT Website.	POA
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	This is available on the Kaleidoscope MAT Website.	POA
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	This is available on the Kaleidoscope MAT Website.	POA
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	This is available on the Kaleidoscope MAT Website.	POA

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What our priorities are and how we are doing

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none"> • Performance data supplied by the government, or a direct link to the data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	This is available on each Kaleidoscope School's website Link to latest Ofsted report	Information freely available on website
Performance management policy and procedures adopted by the governing body.	This is available on the Kaleidoscope MAT Website.	POA
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Where applicable, this is available on each Kaleidoscope School's website	POA
Safeguarding and child protection policies	This is available on the Kaleidoscope MAT Website.	Information freely available on website

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How we make decisions

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	This is available on the Kaleidoscope MAT Website.	Information freely available on website
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Contact the school office or enquire via the school email address – include link	POA

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Our policies and procedures

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	These are available on each Kaleidoscope School's website. Centralised Kaleidoscope MAT Policies can be accessed via a link from the school's website policy page or directly from the Kaleidoscope MAT website.	Information freely available on website
Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention, destruction and archive policies• Data protection (including information sharing policies)	This is available on the Kaleidoscope MAT Website.	Information freely available on website
Equality and diversity policies	This is available on the Kaleidoscope MAT Website.	Information freely available on website
Policies and procedures for the recruitment of staff	This is available on the Kaleidoscope MAT Website.	POA
Charging regimes and policies.	This is available on the Kaleidoscope MAT Website.	Information freely available on website

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Lists and Registers

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	On the Kaleidoscope website	Information freely available on website
Disclosure logs	Contact the specific Kaleidoscope school office	POA
Asset register	Contact the specific Kaleidoscope school office or enquire via the school email address	POA
Any information the school is currently legally required to hold in publicly available registers	Contact the specific Kaleidoscope school office or enquire via the school email address	POA

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The services we offer

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	Information available on each KMAT school website.	Information freely available on website
Out of school clubs	Information available on each KMAT school website.	Information freely available on website
Services for which the school is entitled to recover a fee, together with those fees	Information available on each KMAT school website.	Information freely available on website
School publications, leaflets, books and newsletters	Information available on each KMAT school website.	Information freely available on website
Services for which the school is entitled to recover a fee, together with those fees	Information available on each KMAT school website.	Information freely available on website
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Information available on each KMAT school website.	Information freely available on website

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation.
Other		