



Aspire Published Guide to Information

This policy was adopted	March 2026
Reviewed by	Executive Team, Aspire Trustees Ratified by Trustees March 2025
Review date	February 2027

Schools should publish a guide to information alongside the IOC Publication Scheme.

The guide should specify:

- the documents available
- the format of the documents
- any charges made for the information

Our Published Guide to Information is set out below.

Class one: Who we are and what we do

Information about us; our structures, locations and contacts.

Information to be published	On website	On request
Who's who in the school	✓	
Trust Board – who's who and contact details	✓	
Articles of Association, Memorandum of Association, Funding Agreement, Scheme of Delegation	✓	
School prospectus	✓	
School session times and term dates	✓	
Address of school sites and contact details including email addresses	✓	

Class two: What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

Information to be published	On website	On request
Audited accounts	✓	
Annual budget plan and financial statements		✓
Capital funding allocated to academies and information on related building projects and other capital projects		✓
Additional funding – income generation schemes and other sources of funding		✓
Financial audit reports for the school		✓
Procurement and contracts: details of procedures used for the acquisition of goods and services; details of contracts that have gone through a formal tendering process		✓
Pay Policy		✓
Staff allowances and expenses that can be incurred or claimed		✓
Pay and grading structure		✓
Executive pay statement for salaries over £100,000 in bands of £10,000	✓	
Trustee allowances that can be incurred and claimed		✓

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

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

Information to be published	On website	On request
Government supplied performance data	✓	
Ofsted report	✓	
Performance management policy and procedures		✓

Safeguarding and Child Protection policy and procedures on promoting the welfare of children	✓	
KS4 Outcomes and Destinations	✓	
Future plans; any major proposals		✓
Careers programme information	✓	

Class four: How we make decisions

Decision making processes and records of decisions

Information to be published	On website	On request
Admissions policy and any current consultations	✓	✓
Agendas and minutes of meetings of the Trust Board, Local Governing Body and other committees (excluding information that is properly regarded as private to the meetings)		✓

Class five: Our policies and procedures

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

Information to be published	On website	On request
Absconding (Students Who Abscond or Go Missing) policy	✓	
Accessibility statements	✓	
Accessibility plans per site	✓	
Admissions policies	✓	
Anti-bullying policy	✓	
Attendance policy and addendums	✓	
Behaviour Regulation and Relationships policy	✓	
Business Continuity Plan		✓
Careers Guidance policy	✓	
CCTV policy	✓	
Charging and Remissions policy and Service Level Agreements	✓	
Children with Medical Needs Who Cannot Attend School policy	✓	
Complaints policy	✓	
Curriculum for Schools statement and offer	✓	
Data Protection policy and Privacy Notices for staff, students, parents/carers, staff, applicants, trustees and visitors, contractors & suppliers	✓	
Data Retention policy	✓	
Designated Teacher for Looked After Children policy	✓	
E-Safety and Acceptable Use policy and form for parents and students	✓	
Early Careers Teachers policy	✓	
Emergency closure communication		✓
Equality and Diversity policy	✓	
Equality Statement	✓	
Fire and Lockdown procedures		✓
First Aid policy	✓	
Flexible Working policy		✓
FOI Publication Scheme and Published Guide to Information	✓	
Health & Safety policy and procedures	✓	
Information security policies and procedures		✓
Internal Quality Assurance Strategy for Internally Assessed Qualifications policy		✓

Lone Working policy		✓
Menopause policy		✓
Schools PSHE policy	✓	
Protection of Biometric Information of Children in Schools and Colleges policy	✓	
Provider Access policy	✓	
Pupil Premium strategy	✓	
Recruitment of Ex-Offenders policy	✓	
Remote Learning policy	✓	
RSE policy and RSE Right to Withdraw form	✓	
Risk Assessment for Student Welfare policy	✓	
Safeguarding and Child Protection policy	✓	
Safer Recruitment policy	✓	
Schools Improvement strategy	✓	
SEND policy, information reports and statements	✓	
SEMH PSHE policy	✓	
Sole Working policy	✓	
Staff Attendance Management policy & procedure		✓
Staff Capability procedure		✓
Staff Code of Conduct		✓
Staff Disciplinary procedure		✓
Staff Grievance procedure		✓
Staff Handbook and addendums		✓
Staff Induction		✓
Staff Probationary Period procedure		✓
Student Induction Pack		✓
Supporting Students with Medical Conditions policy	✓	
Suspensions and Exclusions policy	✓	
Teaching and Learning Assessment policy	✓	
Trips and Visits policy	✓	
Uniform statements	✓	
Vacancies	✓	
Vehicles policy		✓
Vision and values	✓	
Whistleblowing policy	✓	
Word Processor policy	✓	

Class 6: Lists and Registers

Currently maintained lists and registers only (excluding the attendance register)

Information to be published	On website	On request
Curriculum circulars and statutory instruments		✓
CCTV location		✓
Disclosure logs		✓
Asset Registers		✓
Any information the Trust is currently legally required to hold in publicly available registers		✓

Class 7: The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Information to be published	On website	On request
School publications, newsletters, leaflets	✓	✓
Services for which the school is entitled to recover a fee, together with those fees	✓	

Schedule of charges

Any information published on the website is free. If you request information which is not on the website, there may be a cost to cover photocopying, postage, etc.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 5p per A4 side for black and white copies	Actual cost
	Photocopying/printing @ 10p per A4 side for colour copies	Actual cost
Postage	Cost of Royal Mail standard 2 nd class	Cost of postage, dependent on size and weight

Applying exemptions

A full list of exemptions can be found on the Information Commissioner's Office website.