



BRADGATE
Education Partnership

Guide to Information Available from Bradgate Education Partnership Under the ICO Model Publication Scheme

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Responsible Officer: Data Protection Officer

**GUIDE TO INFORMATION AVAILABLE FROM BRADGATE EDUCATION PARTNERSHIP UNDER
THE ICO MODEL PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website) See schedule of charges at Appendix 2	
Staff and structure – names of key personnel Trust School	Trust Website School Websites	No Charge
Address of Trust and contact details, including email address Address of school and contact details, including email address	Trust Website School Websites	No Charge
Trustees – names and contact details of the Trustees and the basis of their appointment Local Advisory Board – names and contact details of the Governors and the basis of their appointment	Trust Website School Websites	No Charge
School session times, term dates and holidays	School Websites	No Charge
Location and contact information – address, telephone number and website	Trust and School Websites	No Charge
Contact details of the Head Teachers and Local Advisory Boards	School Websites	No Charge
School Prospectus	School Websites	No Charge
Funding Agreement (and academy Supplemental Funding Agreements)	Trust Website	No Charge
Gender pay gap reporting	Trust Website	No Charge
Trade union facility time reporting	Trust Website	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) Current and previous two financial years as a minimum	(hard copy and/or website)	
Statutory Accounts	Trust Website	No Charge
Annual budget plan and financial statements	Financial statements on the website, other	No Charge

	budget plans by request	
Capital funding – details of capital funding allocated to the Trust’s academy schools along with information on related building projects and other capital projects	Electronic copy on request from the Trust	No Charge
Additional funding – income generation schemes and other income sources	Electronic copy on request from the Trust	No Charge
Procurement and projects – details of procedures used for the tendering of commercial contracts and details of contracts that have gone through a formal tendering process.	Electronic copy on request from the Trust	No Charge
Pay policy – a statement of the Trust’s policy on procedures regarding teacher’s pay.	Electronic copy on request from the Trust	No Charge
Staffing and grading structure	Electronic copy on request from the Trust	No Charge
Trustees’ allowances – details of allowances and expenses that may be claimed or incurred	Trust Finance Policy – electronic copy on request from the trust	No Charge
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	School Websites	No Charge
Performance management policy and procedures adopted by the governing body.	Electronic copy on request from the Trust	No Charge
School’s future plans – including any major proposals on safeguarding and promoting child welfare.	School Websites	No Charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	School Websites	No Charge
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	

Admissions policy – arrangements, procedures and the right of appeal (this does not include information about individual admissions decisions)	School Websites	No Charge
Agendas of meetings of the Trustees and any sub-committees (including Local Advisory Boards)	Available for inspection upon request to Trust Office (Trust Board Clerk)	No Charge
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Available for inspection upon request to Trust Office (Trust Board Clerk)	No Charge
Governance documents including Articles of Association and Scheme of Delegation	Trust Website	No Charge
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Information request handling policy 	Trust or School Websites, or by request to school or Trust office	No Charge
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Relationships and Sex education • Special educational needs • Accessibility • Equality • Careers education • Pupil discipline 	School Websites	No Charge
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) 	Trust Website or by request to Trust office	No Charge

Equality and Diversity – Policies, schemes, statements, procedure and guidelines relating to equal opportunities.	Trust and School Websites	No Charge
Charging and remissions policy	School Website	No Charge
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	School Websites or electronic copy by application to School Office	No Charge
Any information the Trust is currently legally required to hold in publicly available registers (this does not include attendance registers)	Trust Website or electronic copy by application to Trust Office	No Charge
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School Websites	No Charge
Out of school clubs	School Websites	No Charge
School publications	School Websites	No Charge
Services for which the school is entitled to recover a fee, together with those fees	School Websites (Charging & Remissions Policy)	No Charge
Leaflets books and newsletters	School Websites	No Charge

APPENDIX 1

How to contact us:

Bradgate Education Partnership
Trust Office
Wreake Valley Academy
Parkstone Road
Syston
Leicester
LE7 1LY

Tel: 0116 4783426

Email: info@bepschools.org

Bradgate Education Partnership	https://bepschools.org/
Trust Schools:	
Broomfield Primary School	https://www.broomfield.bepschools.org/
Church Hill Infants School	https://www.churchhillinfants.bepschools.org/
Eastfield Primary School	https://www.eastfield.bepschools.org/
Gaddesby Primary School	https://www.gaddesby.bepschools.org/
Great Dalby Primary School	https://www.greatdalby.bepschools.org/
Highgate Primary School	https://www.highgate.bepschools.org/
Mercenfeld Primary School	https://www.mercenfeld.bepschools.org/
The Merton School	https://www.merton.bepschools.org/
Newtown Linford Primary School	https://www.newtown.bepschools.org/
The Pochin School	https://www.pochin.bepschools.org/
Seagrave Village Primary School	https://www.seagrave.bepschools.org/
Stafford Leys Primary School	https://www.staffordleys.bepschools.org/
Swallowdale Primary School	https://www.swallowdale.bepschools.org/
The Roundhill Academy	https://www.roundhill.bepschools.org/
Wreake Valley Academy	https://www.wreake.bepschools.org/

APPENDIX 2

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority