



# **Fulston Manor Academies Trust**

## **Publication Scheme Under the Freedom of Information Act**

### **Fulston Manor School South Avenue Primary School**

**Version (Date):** July 2026

**Review (Date):** July 2027

**Member of Staff Responsible:** Mrs M Smith

# **Fulston Manor Academies Trust Publication Scheme on information available under the Freedom of Information Act 2000**

## **1. INTRODUCTION: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED**

This trust has adopted the Information Commissioner's Office model publication scheme in full and without modification. This document explains how Fulston Manor Academies Trust makes information routinely available under the publication scheme, including how information can be accessed and whether any charge applies.

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

**This publication scheme applies to all schools forming part of the trust. It covers information already published and information which is to be published in the future. All information in our publication scheme is either available on our websites to download and print, or available in paper form on request.**

Some information which we hold may not be made public, for example personal information.

Where the trust holds environmental information, it will make that information available in accordance with the Environmental Information Regulations 2004, where applicable.

## **2. AIMS AND OBJECTIVES**

The trust aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child
  - help every child develop the skills, knowledge and personal qualities needed for life and work
- and this publication scheme is a means of showing how we are pursuing these aims.

## **3. CATEGORIES OF INFORMATION PUBLISHED**

The trust will maintain a Guide to Information alongside this publication scheme. The guide will identify the information routinely available, state how it can be accessed, and confirm whether it is available free of charge or subject to a fee.

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available follow the ICO model publication scheme: who we are and what we do; what we spend and how we spend it; what our priorities are and how we are doing; how we make decisions; our policies and procedures; lists and registers; and the services we offer. Section 6 sets out where this information can currently be found.

**Governance** – information published on: Government website (GIAS), trust and school websites and trust and governor documents

**Students, Curriculum and the school** – information about policies that relate to students, the school curriculums and the schools.

**Other information related to the school** – information that relates to the schools in general.

#### 4. HOW TO REQUEST INFORMATION

If you require a paper version of any document listed in the Guide to Information, please contact the trust by telephone, email or letter. Contact details are set out below. Information published online can also be accessed through the trust and school websites: [www.fulstonmanor.kent.sch.uk](http://www.fulstonmanor.kent.sch.uk), [www.southavenue.kent.sch.uk](http://www.southavenue.kent.sch.uk) and [www.fmat.org.uk](http://www.fmat.org.uk).

**Email:** [msmith@fulstonmanor.kent.sch.uk](mailto:msmith@fulstonmanor.kent.sch.uk)

**Tel:** (01795) 412602

**Contact Address:** Fulston Manor School, Brenchley Road, Sittingbourne, Kent. ME10 4EG

To help us process your request quickly, please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**' in capital letters.

If the information you are looking for is not available via the publication scheme or on our websites, you can still contact the school to ask whether we hold it.

There are four reasons the schools may not provide the requested information under Freedom of Information Act 2000:

1. The information is not held
2. The cost threshold is reached (£450)
3. The request is considered vexatious or repeated
4. One or more exemptions under FOIA may apply

Requests for personal information belonging to the requester should be made under the UK GDPR and the Data Protection Act 2018 and treated as a subject access request.

Requests for information that contains personal information about third parties may be exempt under FOIA if disclosure would breach data protection legislation. Where information can be disclosed, the documents may be released with third-party personal information redacted.

Where the trust holds datasets that have been requested and are suitable for publication, it will publish them and any updated versions it holds, where appropriate and reasonably practicable, in an electronic form capable of re-use.

#### 5. PAYING FOR INFORMATION

Information published on the schools' websites is available free of charge, although users may incur costs from their internet service provider. If you do not have internet access, you may be able to access the websites through a local library or other public internet access point.

Single copies of information covered by this publication scheme are provided free of charge unless stated otherwise in the Guide to Information. If a request involves substantial photocopying, printing, postage, or a priced item such as a printed publication or video, we will advise you of the cost before fulfilling the request. Any charge will be identified clearly in the Guide to Information.

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The trust will review and update the information made available under this publication scheme on a regular basis, so that published information remains current, accurate and accessible.

### 6. CLASSES OF INFORMATION CURRENTLY PUBLISHED

#### ***Governance***

Government website (GIAS) <https://www.get-information-schools.service.gov.uk>

Schools and trust websites and trust/governor documents -

<https://www.fulstonmanor.kent.sch.uk/page/?title=Governance&pid=176>

<https://www.southavenue.kent.sch.uk/page/?title=Governors&pid=20>

<https://www.fmat.org.uk>

***Students, curriculum and school policies*** – policies that relate to students, the curriculum and the schools can be found on the schools' websites:

<https://www.fulstonmanor.kent.sch.uk/page/?title=School+Policies&pid=164>

<https://www.southavenue.kent.sch.uk/page/?title=Policies&pid=25>

***Other information related to the school*** - Information related to the schools in general can be found on the schools' websites:

[www.fulstonmanor.kent.sch.uk](http://www.fulstonmanor.kent.sch.uk)

[www.southavenue.kent.sch.uk](http://www.southavenue.kent.sch.uk)

### 7. FEEDBACK AND COMPLAINTS

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to the Headteacher at Fulston Manor School or the Head of School at South Avenue Primary School.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or**

**Enquiry/Information Line: 030 123 1113 / 01625 545745**

**Website: [www.ico.org.uk](http://www.ico.org.uk)**