



PETERBOROUGH KEYS
ACADEMIES TRUST

FREEDOM OF INFORMATION PUBLICATION SCHEME

Version 1.0

July 2023

Trustee Committee: Finance, Audit and Risk Committee

Date Policy Reviewed: June 2023

Date of Next Review: June 2025

Information to be published	How the information can be obtained
	Any information which is not available online will be charged for, payable in advance. Usually, £4 for the first 15 pages plus an additional 25p for each additional page requested.
Who we are and what we do Organisational information, structures, locations and contacts. (Current information only)	
Articles of Association	https://www.pkat.co.uk/attachments/download.asp?file=49&type=pdf

<p>School prospectus and curriculum</p>	<p>Jack Hunt https://www.jackhunt.net/page/?title=Curriculum&pid=125 https://www.jackhunt.net/page/?title=Year+9+Options&pid=132 https://www.jackhunt.net/page/?title=Sixth+Form&pid=168</p> <p>Longthorpe https://www.longthorpe.net/page/?title=Our+Curriculum&pid=19</p> <p>Nova https://www.novaprimaryacademy.co.uk/page/?title=Our+Learning+Curriculum&pid=73</p> <p>Ravensthorpe https://www.ravensthorpeprimary.org.uk/page/?title=Starting+School+in+2021&pid=33 https://www.ravensthorpeprimary.org.uk/page/?title=Our+Curriculum&pid=20</p> <p>Thorpe https://www.thorpeprimary.co.uk/page/?title=Prospectus&pid=73 https://www.thorpeprimary.co.uk/page/?title=The+Curriculum&pid=48</p>
<p>Academy Committee The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school.</p>	<p>PKAT https://www.pkat.co.uk/page/?title=Governance+Structure&pid=16</p> <p>Jack Hunt School https://www.jackhunt.net/page/?title=Governance&pid=108</p> <p>Longthorpe https://www.longthorpe.net/page/?title=Governance&pid=13</p> <p>Nova https://www.novaprimaryacademy.co.uk/page/?title=Governors&pid=31</p>

	<p>Ravensthorpe https://www.ravensthorpeprimary.org.uk/page/?title=Governance&pid=13</p> <p>Thorpe https://www.thorpeprimary.co.uk/page/?title=Local+Governing+Body&pid=83</p>
<p>School session times and term dates Details of school session times and dates of school terms and holidays.</p>	<p>Jack Hunt https://www.jackhunt.net/page/?title=The+School+Day&pid=155 https://www.jackhunt.net/page/?title=Term+Dates&pid=124</p> <p>Longthorpe http://www.longthorpe.net/page/?title=Our+School+Day&pid=37 http://www.longthorpe.net/page/?title=Term+Dates&pid=31</p> <p>Nova https://www.novaprimarvacademy.co.uk/page/?title=Term+Dates&pid=144</p> <p>Ravensthorpe https://www.ravensthorpeprimary.org.uk/page/?title=Term+dates&pid=31 https://www.ravensthorpeprimary.org.uk/page/?title=Our+School+Day+%2D+September+2021&pid=39</p> <p>Thorpe https://www.thorpeprimary.co.uk/page/?title=Term+Dates&pid=39</p>

<p>Location and contact information The address, telephone number, email address and website for the school together with the names of key personnel.</p>	<p>Jack Hunt https://www.jackhunt.net/page/?title=Contact+Us&pid=48</p> <p>Longthorpe http://www.longthorpe.net/contact-us/</p> <p>Nova https://www.novaprimaryacademy.co.uk/page/?title=Contact+Us&pid=13</p> <p>Ravensthorpe https://www.ravensthorpeprimary.org.uk/Contact-Us/</p> <p>Thorpe https://www.thorpeprimary.co.uk/page/?title=Contact+Us&pid=138</p>
<p>What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. (Current and previous two financial years)</p>	
<p>Annual budget plan and financial statements Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.</p>	<p>Upon Request GDPR@pkat.co.uk</p>

<p>Capital funding Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.</p>	<p>Upon Request GDPR@pkat.co.uk</p>
<p>Financial audit reports</p>	<p>Upon Request GDPR@pkat.co.uk</p>
<p>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.</p>	<p>Upon Request GDPR@pkat.co.uk</p>
<p>Pay policy The statement of the school's policy and procedures regarding teachers' pay.</p>	<p>Upon Request GDPR@pkat.co.uk</p>
<p>Staff allowances and expenses</p>	<p>Upon Request GDPR@pkat.co.uk</p>
<p>Staff pay and grading structures</p>	<p>Upon Request GDPR@pkat.co.uk</p>

<p>The names and positions of all staff of the school, and how they may be contacted via the school.</p>	
<p>Governors' allowances Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Upon Request GDPR@pkat.co.uk</p>

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.
(Current information only)

Performance data supplied to the government

Jack Hunt School

<https://www.find-school-performance-data.service.gov.uk/school/145271/jack-hunt-school/secondary>

Longthorpe

<http://www.longthorpe.net/page/?title=School+Performance&pid=23>

Nova

<https://www.novaprimaryacademy.co.uk/page/?title=Performance%2C+results+and+OFSTED+reports&pid=23>

Ravensthorpe

<https://www.ravensthorpeprimary.org.uk/page/?title=School+Performance+including+Ofsted+Report&pid=24>

Thorpe

<https://www.thorpeprimary.co.uk/page/?title=How+Are+We+Doing+and+What+are+our+Development+Priorities%3F&pid=65>

Latest Ofsted report

Jack Hunt

<https://reports.ofsted.gov.uk/provider/23/145271>

Longthorpe

<https://reports.ofsted.gov.uk/provider/21/145267>

Nova

<https://reports.ofsted.gov.uk/provider/21/145739>

Ravensthorpe

<https://reports.ofsted.gov.uk/provider/21/145266>

	<p>Thorpe https://reports.ofsted.gov.uk/provider/21/144981</p>
<p>Performance management information Performance management policy and procedures adopted by the governing body.</p>	<p>Upon Request: GDPR@pkat.co.uk</p>
<p>The school's future plans Any major proposals for the future of the school involving, for example, consultation on a change in school status.</p>	<p>Upon Request: GDPR@pkat.co.uk</p>
<p>How we make decisions Decision-making processes and records of decisions. (Current and previous three years)</p>	
<p>Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal.</p>	<p>Jack Hunt https://www.jackhunt.net/admissions https://www.jackhunt.net/page/?title=School+Policies&pid=68</p> <p>Longthorpe http://www.longthorpe.net/page/?title=Admissions&pid=15</p> <p>Nova https://www.novaprimaryacademy.co.uk/page/?title=School+Admissions&pid=103</p> <p>Ravensthorpe</p>

	<p>https://www.ravensthorpeprimary.org.uk/page/?title=Admissions&pid=16</p> <p>Thorpe</p> <p>https://www.thorpeprimary.co.uk/page/?title=Admission+Arrangements&pid=79</p>
<p>Minutes of meetings of the governing body and its committees</p> <p>Minutes, agendas and papers</p>	<p>Upon Request GDPR@pkat.co.uk</p>

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.
(Current information only)

School policies and other documents

This must include, as a minimum, policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent.

PKAT

<https://www.pkat.co.uk/page/?title=Policies&pid=20>

Jack Hunt School

<https://www.jackhunt.net/page/?title=School+Policies&pid=68>

Longthorpe

<http://www.longthorpe.net/page/?title=Policies&pid=20>

Nova

<https://www.novaprimaryacademy.co.uk/page/?title=Curriculum+Policies&pid=89>

<https://www.novaprimaryacademy.co.uk/page/?title=Statutory+Policies&pid=70>

Ravensthorpe

<https://www.ravensthorpeprimary.org.uk/page/?title=Policies&pid=21>

Thorpe

<https://www.thorpeprimary.co.uk/page/?title=Policies&pid=59>

Records management and personal data policies

<https://www.pkat.co.uk/page/?title=PKAT+Policies&pid=20>

<p>Equality and diversity</p> <p>This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p>	<p>PKAT https://www.pkat.co.uk/page/?title=Equality+%26amp%3B+Diversity+in+Recruitment&pid=19 https://www.pkat.co.uk/page/?title=PKAT+Policies&pid=20</p> <p>Jack Hunt https://www.jackhunt.net/page/?title=School+Policies&pid=68 https://www.jackhunt.peterborough.sch.uk/page/?title=Equality+and+Diversity&pid=65</p> <p>Longthorpe http://www.longthorpe.net/page/?title=Equality+%26amp%3B+Diversity&pid=17</p> <p>Nova https://www.novaprimaryacademy.co.uk/page/?title=Statutory+and+other+policies&pid=70</p> <p>Ravensthorpe https://www.ravensthorpeprimary.org.uk/page/?title=Equality+and+Diversity&pid=18</p> <p>Thorpe https://www.thorpeprimary.co.uk/page/?title=Policies&pid=59</p>
<p>Charging regimes and policies</p>	<p>Jack Hunt https://www.jackhunt.net/page/?title=School+Policies&pid=68</p> <p>Longthorpe https://www.longthorpe.net/page/?title=Policies&pid=20</p> <p>Nova https://www.novaprimaryacademy.co.uk/page/?title=Statutory+and+other+policies&pid=70</p> <p>Ravensthorpe https://www.ravensthorpeprimary.org.uk/page/?title=Policies&pid=21</p>

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<https://www.thorpeprimary.co.uk/page/?title=General+Policies&pid=62>

Lists and registers (Currently maintained lists and registers only)	
Curriculum circulars and statutory instruments Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.	Upon Request GDPR@pkat.co.uk
Disclosure logs If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.	Inspection only Upon Request GDPR@pkat.co.uk
Asset register We would expect some information from capital asset registers to be available, if such registers are held.	Inspection only Upon Request GDPR@pkat.co.uk
Any information the school is currently legally required to hold in publicly available registers	Upon Request GDPR@pkat.co.uk
The services we offer Information about the services the school provides including leaflets, guidance and newsletters.	

<p>Extra-curricular activities</p>	<p>Jack Hunt https://www.jackhunt.net/page/?title=Enrichment+Activities&pid=143</p> <p>Longthorpe https://www.longthorpe.net/page/?title=Breakfast+%26amp%3B+After+School+Club&pid=35</p> <p>Nova https://www.novaprimaryacademy.co.uk/page/?title=Curriculum+enrichment&pid=194</p> <p>Ravensthorpe https://www.ravensthorpeprimary.org.uk/page/?title=Our+Curriculum&pid=20</p> <p>Thorpe https://www.thorpeprimary.co.uk/page/?title=Prospectus&pid=73 https://www.thorpeprimary.co.uk/page/?title=After+School+Activity+Clubs&pid=24</p>
<p>Out of school clubs</p>	<p>See above, more information available upon request GDPR@pkat.co.uk</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Upon Request GDPR@pkat.co.uk</p>

Leaflets, booklets and newsletters

Jack Hunt School

<https://www.jackhunt.net/page/?title=Newsletter&pid=262>

Longthorpe

<http://www.longthorpe.net/page/?title=Newsletters&pid=30>

Nova:

<https://www.novaprimaryacademy.co.uk/page/?title=2022%2D23+Newsletters&pid=196>

Ravensthorpe:

<https://www.ravensthorpeprimary.org.uk/page/?title=Newsletters&pid=30>

Thorpe

<https://www.thorpeprimary.co.uk/page/?title=Letters+Home&pid=26>