



The Pinnacle Learning Trust

Freedom of Information Act 2000 Publication Scheme

February 2024

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all public authorities to make information available through a publication scheme.

About this Publication Scheme

The Pinnacle Learning Trust has adopted the ICO's model publication scheme, which covers the following categories:

- 1 Who we are and what we do
- 2 What we spend and how we spend it
- 3 What our priorities are and how we are doing
- 4 How we make decisions
- 5 Our policies and procedures
- 6 Lists and registers
- 7 The services we offer

The publication scheme is not an exhaustive list of information held by the Trust and its academies. It describes the types of information which are routinely available and helps members of the public find that information.

This publication scheme and many of the documents referred to within it, are available on the Pinnacle Learning Trust's website www.pinnaclelearningtrust.org.uk, or on the individual academy websites, which can be accessed via the Pinnacle Learning Trust website.

Material in this publication scheme may occasionally need to be amended for confidentiality purposes or for reasons relating to privacy, commercial sensitivity, legal or medical professional privilege.

Requesting Information

To request information not published on the website, or not included in this publication scheme, please email contact @thepinnaclelearningtrust.org.uk or write to the Freedom of Information Manager at

The Freedom of Information Manager
Oldham Sixth Form College
Union Street West
Oldham
OL8 1XU

Please mark correspondence 'Freedom of Information Request' which will ensure it receives appropriate attention.

We will usually provide information within 20 working days of receiving a request. If a request is particularly complicated and we need more information, we will contact the requester to discuss further and advise if a delay is likely.

Complaints and Appeals

If you are not satisfied with the way we have handled your request or with the reasons we have given for refusing to provide information, you have the right to appeal.

Questions, comments or complaints should be sent to The Chief Operating Officer at the address above, or emailed to pam.mcilroy@pinnaclelt.ac.uk. Alternatively, you can contact the Trust by telephone on 0161 287 8000.

The Information Commissioner is responsible for enforcing the operation of the publication scheme and you may appeal direct to the Commissioner at any time either at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 0303 123 1113

Or visit the Information Commissioner's website www.ico.org.uk

Charges

The Trust will not charge for information that is routinely available from our website or in electronic format.

A minimum charge of £10.00 will be made for requests not available electronically, to cover printing, staff time and postage.

Where a significant amount of time or resources are needed to collate information to comply with a request, the Trust reserves the right to pass that cost to the customer. Any such charges will comply with the Information Commissioner's guidelines for charging and customers will be notified in writing of the

cost, deadline for payment and acceptable methods of payment. Where a charge is payable, this must be paid before we send the information.

1. Who we are and what we do

The Pinnacle Learning Trust is a multi-academy trust currently comprising 5 academies.

The Trust was established in order to build upon our shared belief that young people in Oldham and the local area should have access to excellent educational provision and to provide new and additional ways in which we can further improve on our strengths and provide support to other schools, both within and beyond the Trust.

Our Trust also benefits from being a Research School.

Vision

Our vision is of a high achieving and locally-focused Trust with academies in all phases of education. With an understanding of the proud and vibrant communities we serve and a rigorous culture of high aspirations and strong academic performance, our focus is on creating opportunities that are transformational, improving the life chances of all our young people.

Description
<p>The following information can be found at the PLT website:</p> <ul style="list-style-type: none">Governance StructureDetails of Members, Trustees and GovernorsList of CommitteesArticles of AssociationMemorandum of AssociationDeed of Novation and VariationScheme of DelegationTrustee and Members' Register of interest and attendance at meetingsVision, Mission and ValuesAddress and Contact DetailsGovernors Code of ConductGender Pay Gap InformationThe Oldham Workload Charter <p>The following information can be found at the individual academy websites:</p> <ul style="list-style-type: none">Mission Statement and valuesSchool/College Prospectus/CurriculumTerm dates and opening hoursGovernors' register of interests and attendance at meetings <p>Information about the academies can also be found at the Government website https://get-information-schools.service.gov.uk/.</p>

2. What we spend and how we spend it

Description

Financial information

The following information is available on the PLT website:

Master and Supplemental Funding Agreements

[Annual Financial Statements](#)

Executive Pay and Benefits

The following information is available on request:

Capital Funding Schedules

Financial Control Policy and Procurement Procedures

Staff expenses policy

Payments to Trustees

Procurement and Tender reports (where Public Contract Regulations mandate publication)

Pay Policy

Pupil Premium Income and Expenditure

TU Facility Time report

Pupil Premium Strategy Statement

PE and Sport Premium Funding (primaries only)

Universal Free School Meals Funding (primaries only)

3. What our priorities are and how we are doing

Description

The following information can be found on individual academy websites:

Examination Results

Ofsted inspection report

DfE Performance Table

The following information is available on request:

Annual Report

Performance Management policy

Self Evaluation or Assessment Reports

Impact Assessments

Information about the academies can also be found at the Government website

<https://get-information-schools.service.gov.uk/>.

4. How we make decisions

Description
<p>The following information can be found at the individual academy websites:</p> <p>School Admissions Policy</p> <p>The following information is available on request:</p> <p>Minutes of Trust Board and Governor meetings</p>

5. Our policies and procedures

Description
<p>The following information can be found at the PLT website:</p> <p>Complaints Policy Whistleblowing Policy Equality Information and Objectives Data Protection (GDPR) Policy Privacy Statements Freedom of Information Policy and Publication Scheme</p> <p>The following information can be found at the individual academy websites:</p> <p>Absence Procedures Admission Policy/Application Process Accessibility Plan Charging and Remissions Policy/Resource Loan Policy Uniform Policy and information on second-hand uniforms/Dress code Student Behaviour/School Exclusion Policy Safeguarding and child protection policy Children with Health Needs who cannot attend school Relationships and sex education policy (schools only)</p> <p>The following information is available on request:</p> <p>Other Policies available on request CCTV policy (academy specific) Remote Education/Learning (academy specific) Trust Health and Safety Policy Capability Policy (academy specific)</p>

6. Lists and Registers

Description

The following information is available on request:

Asset register
FOI Disclosure Log
Senior staff declaration of interests
Register of gifts and hospitality provided to senior staff
Register of members, directors, secretaries and PSC

7. The services we offer

Description

Information about the services we offer can be found on the individual academy websites, including:

Prospectus/ Course leaflets
Additional Support
SEND Local Offer
Learning Support
Careers Guidance Programme
Student Financial Support (OSFC only)
Media releases

The following information is available on request:

Exams Post Results Service
Trips/Educational Visits Policy
Music Offer
Extra-Curricular Activities
Out of School Clubs
School Publications