





Lumen Learning Trust

Learning together for a brighter future

Freedom of Information Publication Scheme and Guide to Information

DATE APPROVED BY Lumen Learning Trust	20 th June 2025		
REVIEW DATE Biennial	20 th June 2027		
SIGNED EXECUTIVE PRINCIPAL	Mary Ellen McCarthy 	DATE	20/06/2025
SIGNED CHAIR OF DIRECTORS	Jo Roberts 	DATE	20/06/2025

The Lumen Learning Trust puts the children’s needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

Freedom of Information Act

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public.

In all instances ‘Authority’ refers to Lumen Learning Trust and all schools within the Lumen Learning Trust.

The guide to information available from the Authority under the model publication scheme prepared and approved by the Information Commissioner’s Office (ICO) is shown below.

This publication scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act.

Classes of Information

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		
Who we are and what we do	<u>Lumen Learning Trust</u> www.lumenlearningtrust.co.uk About Us	Free
	<u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk	Free

Information to be published	How the information can be obtained	Cost
Who's who in the school (including teachers and administrative staff)	<p><u>Lumen Learning Trust</u> www.lumenlearningtrust.co.uk About Us > Meet the Team</p> <p><u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk Who's Who</p>	Free Free
Who's who on the local governing body / board of directors and the basis of their appointment	<p><u>Lumen Learning Trust</u> www.lumenlearningtrust.co.uk About Us > Governance Arrangements</p> <p><u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk Who's Who > Governing Body</p>	Free Free
Instrument of Government / Articles of Association	<p><u>Lumen Learning Trust</u> www.lumenlearningtrust.co.uk About Us > Company Information</p>	Free
Names/contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<p><u>Lumen Learning Trust</u> www.lumenlearningtrust.co.uk Contact Us</p> <p><u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk Contact Us</p>	Free Free
School prospectus (if any)	<p><u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk Parents > Admissions</p>	Free
Annual Report (if any)	<p><u>Lumen Learning Trust</u> www.lumenlearningtrust.co.uk About Us > Company Information</p>	Free
Staffing structure	<p><u>Lumen Learning Trust</u> www.lumenlearningtrust.co.uk</p>	Free

Information to be published	How the information can be obtained	Cost
	About Us > Who's Who <u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk Who's Who	
School session times and term dates	<u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk School Info > Term Dates Contact Us	Free
Address of school and contact details, including email address.	<u>Lumen Learning Trust</u> www.lumenlearningtrust.co.uk Contact Us <u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk Contact Us	Free
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts, budget plans and financial audit.		
Annual budget plan and Financial statements	<u>Lumen Learning Trust</u> www.lumenlearningtrust.co.uk About Us > Company Information > Annual report and accounts Schools' financial benchmarking service from Department of Education (DfE): https://financial-benchmarking-and-insights-tool.education.gov.uk/trust/08670599	Free
Capital funding	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Financial audit reports	<u>Lumen Learning Trust</u> www.lumenlearningtrust.co.uk About Us > Company Information > Annual report and accounts	Free
Details of expenditure items over £20,000 – published at least annually but at a more frequent quarterly or six-monthly interval	Upon application to Lumen Central Data Management Team	Please refer to schedule of

Information to be published	How the information can be obtained	Cost
where practical.	datamanager@lumenlearningtrust.co.uk	charges below
Procurement and contracts the school has entered into.	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Pay policy	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior leaders (or equivalent, whose basic actual salary is at least £60,000 per annum).	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Staffing, pay and grading structure (in bands of £10,000 and by salary range for more junior posts).	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Governors' and Directors' allowances that can be incurred or claimed, and a record of total payments made to individuals.	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.		
School profile (if any) And in all cases: <ul style="list-style-type: none"> Performance data supplied to the Government. The latest Ofsted Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	Get Information About Schools https://www.get-information-schools.service.gov.uk/Groups/Group/Details/3805?searchQueryString=SelectedTab%3DGroups%26GroupSearchModel.AutoSuggestValue%3D%26f%3Dtrue%26g%3Dtrue%26SearchType%3DGroup%26SearchType%3DGroup%26GroupSearchModel.Text%3DLUMEN%2BLEARNING%2BTRUST <u>Individual school</u> www.darleydenprimary.co.uk www.echelfordprimary.co.uk www.riverbridgeprimary.co.uk www.ewell-grove.surrey.sch.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk School Info > National Assessment Results School Info > Ofsted Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Free Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact).	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Performance management policy and procedures.	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below

Information to be published	How the information can be obtained	Cost
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Class 4 – How we make decisions Decision making processes and records of decisions		
Admissions policy/decisions (not individual admission decisions) – where applicable	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Agendas and minutes of meetings of the governing body and its committees (excluding information that is properly regarded as private to the meetings).	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.		
School policies and other documents that the school is required to have by statute or by its funding agreement or equivalent including special educational needs, equality and diversity, complaints.	<u>Lumen Learning Trust</u> www.lumenlearningtrust.co.uk About Us > Lumen Learning Trust Policies <u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk School Info > Policies	Free Free
Safeguarding and child protection	<u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk School Info > Policies	Free
Policies and procedures relating to recruitment and human resources.	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
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 and CCTV usage) 	<u>Lumen Learning Trust</u> www.lumenlearningtrust.co.uk About Us > Lumen Learning Trust Policies	Free

Information to be published	How the information can be obtained	Cost
Charging regimes and policies.	Lumen Learning Trust www.lumenlearningtrust.co.uk About Us > Lumen Learning Trust Policies	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Disclosure logs i.e. information provided in response to FoIA requests	Inspection only. Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Asset register and Information Asset register	Inspection only. Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Any information the school is currently legally required to hold in publicly available registers	Inspection only. Upon application to Lumen Central Data Management Team datamanager@lumenlearningtrust.co.uk	Please refer to schedule of charges below
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Extra-curricular activities	<u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk Curriculum	Free
Out of school clubs	<u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk Parents > Activity Clubs	Free
Services for which the school is entitled to recover a fee, together with those fees	<u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk	Free

Information to be published	How the information can be obtained	Cost
	www.saxonprimary.co.uk www.waltonoakprimary.co.uk Curriculum	
School publications, leaflets, books and newsletters	<u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk Parents > Newsletters	Free
Additional Information Information that is not itemised in the lists above.		
<ul style="list-style-type: none"> • Pupil Premium information • PE and Sports Premium information • SEND Information 	<u>Individual school</u> www.darleydeneprimary.co.uk www.echelfordprimary.co.uk www.ewell-grove.surrey.sch.uk www.riverbridgeprimary.co.uk www.saxonprimary.co.uk www.waltonoakprimary.co.uk School Info > Policies School Info > Pupil Premium School Info > PE Sports Premium School Info > Special Educational Needs (SEND)	Free

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Requesting information

The authority aims to put as much information as possible online via its websites and these should be consulted in the first instance.

If you require a paper version of any of the documents within the scheme or required information cannot be located via the websites, please contact the authority by email, telephone, or letter to assess whether the information is available.

Requests received via a postal service during periods where our establishments are closed (i.e. out of term time) will result in a delay in the authority's response to the requester.

The authority recommends use of email as the preferred communication channel wherever possible.

Contact details:

Email: datamanager@lumenlearningtrust.co.uk

Telephone: 01932 571217

Address: Lumen Learning Trust, c/o Saxon Primary School, Briar Road, Shepperton, Surrey TW17 0JB

Schedule of charges

Information published on our websites is free of charge, although you may incur costs from your Internet service provider (ISP). If you do not have Internet access, you can access our website using a local library or an Internet café.

If you require a paper copy of the information on our website, we will provide this at a cost of £0.05 per sheet for black and white copies. Colour copying costs are considerably more expensive to produce and are charged at £0.25 per sheet. The cost of copying is based on the cost per sheet and machine rental prices from our provider plus the cost of paper. The cost of any postage will be recharged at cost.

The Act recognises that freedom of information requests are not the only demand on the resources of a public authority. They should not be allowed to cause a drain on the authority's time, energy and finances to the extent that they negatively affect normal public functions.

Currently, the cost limit for complying with a request or a linked series of requests from the same person or group is £450.00, the authority reserves the right to refuse a request if we estimate that the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.

When estimating the cost of compliance, we take into account the cost of the following activities:

- determining whether you hold the information;
- finding the requested information, or records containing the information;
- retrieving the information or records; and
- extracting the requested information from records.

We rate staff time at £25 per person per hour, regardless of who does the work, including external contractors. This means a limit of 18 staff hours.

If Section 12 (cost limit) of the Act applies, we will confirm this in writing. In addition, we will say whether we hold the information and give the requester the option to either:

- Refine (change or narrow) their request. by explaining why, the limit would be exceeded and what information, if any, may be available within the limits; or
- Choose to meet the cost of compliance (the costs allowed in calculating whether the appropriate limit is exceeded); plus the communication costs and £25 an hour for staff time taken for printing, copying or sending the information.

Complaints *[updated December 2025]*

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this in the first instance by contacting Lumen Learning Trust's Data Manager in any of the following ways:

- Email: datamanager@lumenlearningtrust.co.uk
- Telephone: 01932 571217
- Address: Lumen Learning Trust, c/o Saxon Primary School, Briar Road, Shepperton, Surrey TW17 0JB

This complaint may be assessed by our independent Data Protection Officer, David Coy (contactable on david.coy@london.anglican.org, tel: 020 3837 5145) with a final response provided within 30 days.

If you are unhappy with the school's final response you can refer the matter to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.