



Wonder
Learning Partnership
Educate | Empower | Engage | Enrich

Trust Digital Alignment Policy

This policy is applicable to the Wonder Learning Partnership (WLP)

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Purpose

This policy sets out how the Trust will align digital systems, data standards, and information practices across all academies. The aim is to improve educational outcomes, strengthen safeguarding, streamline operations, and ensure compliance with statutory requirements.

Scope

This policy applies to:

- All academies within the Trust
- All Trust wide and school level systems (MIS, HR, Finance, Compliance, safeguarding, curriculum platforms, etc.)
- All staff, contractors, and partners who access Trust data
- All data created, processed, or stored on behalf of the Trust

Objectives

- Establish a consistent digital ecosystem across the Trust
- Improve data quality to support school improvement and strategic decision making
- Reduce duplication of systems and costs
- Ensure compliance with DfE, Ofsted, and UK data protection legislation
- Enable secure, efficient data sharing between academies and the central team

Principles

Standardisation

- Core systems (e.g., MIS, HR, Finance, Compliance, safeguarding, asset management) must be standardised across the Trust unless a formal exemption is approved.
- New systems must align with the Trust's digital architecture and procurement standards.

Interoperability

- Systems must support secure data exchange using recognised education standards
- Data definitions (e.g., attendance codes, behaviour categories, assessment marksheets) must be consistent across academies.

Data Quality

- Data must be accurate, timely, and validated at point of entry.
- Schools must follow Trust wide data entry conventions and validation rules.

Safeguarding and Privacy

- All systems must comply with KCSIE, GDPR, and the Trust's safeguarding and information governance policies.
- Access must follow the principle of least privilege.
- Safeguarding systems must integrate with the Trust's processes.

Lifecycle Management

- Systems must have clear onboarding, maintenance, and decommissioning processes.

- Legacy or school specific systems must be reviewed annually for consolidation.

Roles and Responsibilities

Trust Board

- Provides strategic oversight and approves major system changes.

CEO / Executive Team

- Ensures digital alignment supports educational and operational priorities.

Chief Operating Officer / Director of Technology, Systems and Data

- Leads Trust wide digital strategy and ensures compliance with this policy.

School Leaders

- Ensure school level compliance with Trust systems and data standards.

All Staff

- Follow current legislation (e.g. GDPR) for data entry, access, and handling.

System Alignment Requirements

- All new systems and software must undergo a Trust review **before** procurement.
- Expiry of existing contracts held locally must be notified to the Director of Technology, Systems and Data at least 1 month prior to the required notice period. For example, a contract ending on 30 June, with a 3 month notice period, should be notified by 1 March. This is to allow time to review whether the contract will be renewed or replaced.
- Renewal of licencing for existing software and systems must undergo a Trust review at least 1 month before procurement.
- Duplicate systems performing the same function across academies must be consolidated unless an exemption is granted.
- Where possible, systems must integrate with the Trust's chosen MIS.
- Cloud systems must meet Trust security and hosting requirements.
- Curriculum and learning platforms must support Trust wide reporting where applicable.

Data Alignment Requirements

- Trust wide standards must be used for all core datasets (attendance, behaviour, assessment, HR, finance).
- Data must be stored in approved systems only.
- Trust wide dashboards and reports must use centrally governed data models.
- Data migration between systems must follow approved migration standards.

Monitoring and Compliance

- Noncompliance may result in mandatory training, system access restrictions, or remediation plans.
- Significant risks or breaches must be escalated to the Executive Team and, where required, the Trust Board.