

# Freedom of information scheme

The Governing Body is responsible for the maintenance of this scheme.

## 1. Introduction: what a publication scheme is and why it has been developed

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

To do this we must produce a publication scheme, setting out:

- the classes of information which we publish or intend to publish
- the manner in which the information will be published
- whether the information is available free of charge or on payment.

The scheme 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 website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## 2. Our objectives

Our objectives are:

- to provide a relevant, broad and balanced education for every individual child
- to create a culture of achievement by stimulating a desire to learn, raising aspirations, opening up a wide range of opportunities and working towards external accreditation for all our pupils
- to promote health, well-being, happiness, enjoyment, and independence in a stimulating yet safe, secure and caring environment
- to demonstrate that meeting the needs of pupils' learning and/or behaviour is integral to all aspects of the school curriculum
- to promote self-worth and enthusiasm by encouraging independent learning at all age levels
- to give every student the entitlement to a sense of achievement

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- to value and respect individuals, recognising their strengths, encouraging them to develop their interests and abilities, and helping them show positive attitudes towards others
- to be proactive in developing, using and promoting consistent, specific approaches, with a focus on social interaction and communication, language and literacy and the reduction of anxiety and unnecessary stress
- to invest in the long-term quality of life of our pupils, by preparing them for an independent and purposeful role in society as adults, through the acquisition of essential language, literacy, life and employability skills and by developing socially acceptable behavior, confidence and self-esteem
- to prepare our pupils for the challenges and opportunities of a complex and technologically advanced society through creative, innovative and motivating approaches to teaching and learning.

### 3. Categories of information published

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'.

The classes of information that we undertake to make available are organised into four broad topic areas:

- the school prospectus
- governors' documents
- policies relating to learning
- school policies and other information related to school organisation.

Items within each class are listed in Section 6 of this scheme.

### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email:

Tel:

Fax:

Postal Address:

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

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

## 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in Section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Classes of information currently published

### School Prospectus

The prospectus is published during the school year immediately preceding the admissions school year. The prospectus will be published at least six weeks before the final date by which parents are asked to apply for admission or to express a preference.

### Governing body documents

This section sets out information published in governing body documents.

Instrument of governance:

- name of the school
- category of the school
- name of the governing body
- the manner in which the governing body is constituted
- the term of office of each category of governor if less than four years
- the name of anybody entitled to appoint any category of governor
- details of any trust
- the date the instrument takes effect.

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Minutes of meetings of the governing body and its committees:

- agreed minutes of meetings of the governing body and its committees (current and last full academic school year) - some information might be confidential or otherwise exempt from the publication by law
- terms of reference of governing body and its committees
- Standing Orders for the governing body
- terms of reference for the Outcomes Committee
- terms of reference for the Resources Committee
- newsletters and other communications sent by the governing body to parents.

The Funding agreement signed by the Trust Members and the Secretary of State for Education.

### **Policies relating to learning**

This section sets out the policies and documents that relate to children and the school curriculum.

- Access to pupil records
- Admissions arrangements
- Annual calendar
- Anti-bullying
- Assemblies & collective worship
- Assessment, recording and reporting
- Attendance
- Behaviour
- Child safeguarding & protection
- Community Cohesion
- Curriculum
- Educational visits
- Early years foundation stage
- Exclusions
- Gifted and talented
- Homework
- Local, national and global community
- Personal, social, health & citizenship (including sex & relationship education)

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- Promoting positive behaviour
- Special educational needs and disabilities
- Teaching and learning;
- Timetabling;

### **School policies and other information related to school organisation**

This section sets out the policies and documents that relate to the school more widely

- Accessibility plan
- Charging and remissions
- Complaints procedures
- Crisis management
- Data protection policy
- Financial regulations
- Food policy
- Equality & diversity
- Freedom of information scheme
- Health & safety
- Information for parents and carers
- Premises management documents
- Recruitment & selection
- Register of any business interests of the principal and members of the governing body
- Scheme of delegated authority
- Staff disciplinary
- Staff conduct and grievance
- Staff induction
- Whistleblowing procedures.

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