

Title	<b>Freedom of Information Policy (Draft)</b>
Prepared by	Hugh Greenway
Nov 2016	



**Status: Statutory**

**Reviewed by: TEFAT Ops Group**

**Date of next review: Nov. 2019**

This is the Publication Scheme on information available under the Freedom of Information Act 2000

The TEFAT operations group is responsible for 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 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and Academies, 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 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.

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## 2. Aims and Objectives

### STATEMENT OF INTENT

We are a community of learners. As learners we will help each other by listening and asking questions. We will make mistakes. We will need to discuss things and solve on-going problems together. We will respect other people's rights to solve their own problems. We will help children to develop the skills of pro-social independent living. Learning can be confusing and lonely and we will help each other with this. We will not waste time on fault finding and blaming. We will spend time becoming emotionally and interpersonally competent.

This publication scheme is a means of showing how we are pursuing these aims.

## 3. Categories of information published

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

- Academy Prospectus or website
- Governors' Documents – information published in local governing body documents.
- Pupils & Curriculum – information about policies that relate to pupils and the Academy curriculum.
- Academy Policies and other information related to the Academy - information about policies that relate to the Academy in general – also available on the Elliot Foundation website

## 4. How to request information

If you require a paper version of any of the documents, please contact the Academy by telephone, email, fax or letter.

To help us process your request quickly, please clearly mark any correspondence "FREEDOM OF INFORMATION REQUEST".

## 5. Paying for information

Single copies of information 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

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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.

## 6. Information Currently Published

Academy Prospectus or website

- The name, address and telephone number of the Academy
- The names of the principal and chair of governors
- Information on the Academy policy on admissions
- A statement of the Academy's ethos and values
- Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils
- Information about the Academy's policy on providing for pupils with special educational needs
- Number of pupils on roll and rates of pupils' authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- The arrangements for visits to the Academy by prospective parents

Information relating to the local governing body– this section sets out information in local governing body documents.

- Composition and membership of local governing body
- The name of the Academy
- The term of office of each category of governor if less than 4 years
- The name of anybody entitled to appoint any category of governor;
- Details of the Trust;
- If the Academy has a religious character, a description of the ethos;
- Agreed minutes of meetings of the Local governing body and its committees [current and last full academic Academy year]

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the Academy curriculum.

- Home - Academy agreement Statement of the Academy's aims and values, the Academy's responsibilities, the parental responsibilities and the Academy's expectations of its pupils for example homework arrangements
- Curriculum Policy- Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the Academy

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- Sex Education Policy- Statement of policy with regard to sex and relationship education
- Special Education Needs Policy- Information about the Academy's policy on providing for pupils with special educational needs
- Accessibility Plans- Plan for increasing participation of disabled pupils in the Academy's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
- Equality statement
- Collective Worship- Statement of arrangements for the required daily act of collective worship
- Child Protection Policy- Statement of policy for safeguarding and promoting welfare of pupils at the Academy
- Behaviour management policy and Anti-bullying policy - Statement of general principles on behaviour and discipline and of measures taken by the principal to prevent bullying.

Academy Policies and other information related to the Academy - This section gives access to information about policies that relate to the Academy in general.

- Published reports of Ofsted referring expressly to the Academy
- Published report of the last inspection of the Academy and the summary of the report and where appropriate inspection reports of religious education in those Academies designated as having a religious character.
- Post-Ofsted inspection action plan- A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the Academy is designated as having a religious character.
- Charging and Remissions Policies- A statement of the Academy's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example Academy publications, music tuition, trips.
- Academy session times and term dates- Details of academy session and dates of Academy terms and holidays.
- Health and Safety Policy and risk assessment- Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.
- Complaints procedure- Statement of procedures for dealing with complaints.
- Appraisal of staff - Statement of procedures adopted by the Trust relating to the performance management of staff and the annual report of the principal on the effectiveness of appraisal procedures.
- Staff Conduct, Discipline and Grievance- Statement of procedure for regulating conduct and discipline of Academy staff and procedures by which staff may seek redress for grievance.

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- Curriculum circulars and statutory instruments- Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the principal or local governing body relating to the curriculum.

## 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme.

If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to The Principal.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:  
Information Commissioner,  
Wycliffe House,  
Water Lane,  
Wilmslow, Cheshire,  
SK9 5AF  
Or

Enquiry/Information Line: 01625 545 700 E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).  
Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

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To be reviewed: November 2019