

## **FREEDOM OF INFORMATION POLICY**

This is the School Publication Scheme on information available under the Freedom of Information Act 2000. The governing body 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, 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
- Whether the information is available free of charge or on payment
- The manner in which the information will be published

The scheme covers information already published and information which is to be published in the future. Some information which we hold may not be made public, for example personal information.

### **2) 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:

- School Prospectus - information published in the school prospectus
- Governors' Documents - information published in the School Profile and in other governing body documents
- Curriculum - information about policies that relate to pupils and the school curriculum
- School Policies and other information related to the school (i.e. Academy Handbook) - information about policies that relate to the school in general.

### **3) 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 or you can visit our website at <http://www.newstead.stoke.sch.uk/>

**Email:** newstead@nmat.org.uk

**Telephone:** 01782 235490

**Contact Address:** Executive Trust Business Manager, Inspirational Learning Academies Trust, c/o Newstead Primary Academy, Waterside Drive, Blurton, Stoke on Trent, ST3 3LQ

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPTIALS) If the information you're looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

#### **4) Paying for information**

Information published on our website is free. If you don't have the internet, you can access our website through free wifi in public areas or a public library. Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

#### **5) Information Currently Published**

ITEM	DESCRIPTION
School Prospectus	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion): - information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year - a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school

Instrument of Government	<ul style="list-style-type: none"> <li>- The name of the school</li> <li>- The category of the school</li> <li>- The name of the governing body</li> <li>- The manner in which the governing body is constituted</li> <li>- The term of office of each category of governor if less than 4 years</li> <li>- The name of anybody entitled to appoint any category of governor Details of any trust</li> <li>- If the school has a religious character, a description of the ethos</li> <li>- The date the instrument takes effect</li> </ul>
Minutes <sup>1</sup> of meeting of the governing body and its committees	<p>Information/minutes of meetings held by Directors and Governing Bodies are held locally at each Academy. These minutes can be accessed upon request.</p> <p><sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.</p>
Academy Handbook <sup>1</sup>	<p>Details key information for staff from each Academy within the trust, including staff organisation, aims and procedures.</p> <p><sup>1</sup> Due to telephone numbers of Senior Leadership Team members being published within the handbook for the purposes of communicating absence days, we cannot publish the handbook. However, this handbook can be accessed upon request omitting the contacting of Senior Leaders page.</p>
Accessibility Plan	<p>Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.</p>
Admissions Policy	<p>Detailed information on the admissions process for each Academy within the trust and the criteria involved.</p>
Behaviour Policy	<p>Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.</p>
Charging and Remissions Policies	<p>A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips.</p>
Child Protection Policy	<p>Statement of policy for safeguarding and promoting welfare of pupils at the school.</p>

Complaints procedure	Statement of procedures for dealing with complaints.
Data Protection Policy	This policy complies with the principles that are set out in the Data Protection Act 1998 and amended in 2002. It is to ensure that staff across the trust who process or use any personal information follow these principles at all times.
Educational Visits Policy	Sets out guidelines that support the planning and implementation of educational visits organised by the trust.
Equality Diversity	Equality, Diversity and Cohesion Policy that provides a framework to promote equality, promote positive attitudes and good relations between diverse backgrounds.
Exclusion Policy	Informs the school's use of exclusion and the processes involved. This policy is contained within the behaviour policy.
Freedom of Information Policy	This is the School Publication Scheme on information available under the Freedom of Information Act 2000.
Health and Safety Policy	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.
Home - school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements. This information can be found within the school prospectus.
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school can be found on each Academy website.
Record of Recruitment and Vetting Checks Policy	This can be found within the Keeping Children Safe in education in the DFE statutory guidance for schools, a copy of which can be located in each Academy.
Safeguarding Policy	A policy which recognises of the school's legal and moral duty to promote the well-being of children, in line with Section 175 of the Education Act 2002.
School session times and term dates	Details of school session and dates of school terms and holidays.
Sex and Relationships Education Policy	Statement of policy with regard to sex and relationship education.
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs.

Staff Discipline, Conduct and Grievance Policy	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance. Can be found within the adopted HR handbook held at each Academy.
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### **6) Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you wish to make a comment, please pass this on to our Executive Trust Business Manager (contact details in section 3 above), who will be able to deal with your query. If you wish to make a complaint, please refer to our 'Complaints Procedures' policy, published on our website.

**Date: February 2017**

**Review Date: February 2019**