

Freedom of Information (FOI) Publication Scheme

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 Approved by: CEO
 Policy Owner: Chris Roberts

Table of Changes Made Since Last Version

Paragraph	Summary of Change/s
3.4	Hunsbury Park Primary School's contact details added.

Glossary of Abbreviations and Acronyms used in this Policy

Abbreviation/Acronym	Meaning
FOI	Freedom of Information
FOIA	Freedom of Information Act 2000
GDPR	General Data Protection Regulation
ICO	Information Commissioner's Office
SEND	Special Educational Needs and Disabilities

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This scheme was drafted in accordance with the requirements of the General Data Protection Regulation (GDPR) WEF 25 May 2018 and based upon on information available under the Freedom of Information Act 2000.

1. General

- 1.1. The trust board is responsible for maintenance of this scheme.
- 1.2. Introduction: What a publication scheme is and why it has been developed?
 - 1.2.1. 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.
 - 1.2.2. To achieve 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; and
 - Whether the information is available free of charge or on payment.
- 1.3. The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available, either, on our website to download and/or print or in paper form.
- 1.4. Some information which we hold may not be made public, for example personal information.
- 1.5. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

- 2.1. The trust aims to:
 - enable every child to fulfil their learning potential, with education that meets the needs of each child,
 - help every child develop the skills, knowledge and personal qualities needed for life and work.
- 2.2. This publication scheme is a means of showing how we are pursuing these aims.

3. Categories of Information Published

- 3.1. The publication scheme details the types of information which we currently publish, have recently published or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in Section 5 of this scheme.
- 3.2. The classes of information that we undertake to make available are organised into four broad topic areas as follows:
 - 3.2.1. School Prospectuses – information published in the school prospectuses.
 - 3.2.2. Trustees' and Governors' Documents – information published in the Trustees'/Governors' Annual Report and in other trustee and governing body documents.

3.2.3. Pupils and Curriculum – information about policies that relate to pupils and the schools’ curriculum.

3.2.4. Trust/School Policies and other information related to the schools - information about policies that relate to the schools in general.

3.3. Some information is only available once produced by agencies external to the trust (e.g. examination results, Ofsted reports) and we will advise you of the expected date of publication if a document is not yet in our possession.

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

Southfield School

Email: enquiries@southfieldsch.co.uk

Tel: 01536 513603

Contact Address: Southfield School, Lewis Road, Kettering, Northamptonshire, NN15 6HE

Kingsthorpe College

Email: admin@kingsthorpecollege.org.uk

Tel: 01604 716 106

Contact Address: Kingsthorpe College, Boughton Green Road, Northampton, NN2 7HR

Hunsbury Park Primary School

Email: enquiries@southfieldsch.co.uk

Tel: 01604 761566

Contact Address: Hunsbury Park Primary School, Dayrell Road, Northampton, Northamptonshire, NN14 9RR

3.5. To help us process your request quickly, please clearly mark any correspondence ‘PUBLICATION SCHEME REQUEST’ (in capitals).

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

4. Paying for Information

4.1. 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 internet café.

4.2. Single copies of information covered by this publication are provided free of charge unless stated otherwise in Section 5. If your request incurs significant expense: large volumes of photocopying or printing, large postage charges or is for a priced item such as some printed publications or videos, we will advise you of the cost before fulfilling your request.

5. Classes of Information Currently Published

5.1. School Prospectuses.

5.1.1. This section sets out information published in the school prospectuses.

5.1.2. The statutory contents of the school prospectuses are as follows, (other items may be included in the prospectuses at the schools' discretion):

- the name, address and telephone number of the schools, and the type of schools.
- the names of the headteachers and chair of trustees/governors.
- information on the schools' policy on admissions.
- a statement of the schools' ethos and values.
- details of any affiliations with a particular religion or religious denomination, the religious education provided, parents/carers' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.
- information about the schools' policy on the provision 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.
- GCSE/NVQ results in the schools, locally and nationally.
- a summary of GCE A level results in the schools and nationally.
- the number of pupils studying for and percentage achieving other vocational qualifications.
- the destinations of school leavers¹
- the arrangements for visits to the schools by prospective parents/carers.
- the number of places for pupils of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places.

5.2. Trustees/Governors' Annual Report and Other Information Relating to the Governing Body

5.2.1. This section sets out information published in the Trustees/Governors' Annual Report and in other governing body documents.

5.2.2. The statutory contents of the Trustees/Governors' Annual Report to parents/carers are as follows (other items may be included in the annual report at the schools' discretion):

- details of the trustees/governing body membership, including name and address of chair and clerk.
- a statement on progress in implementing the action plan drawn up following an inspection.
- a financial statement, including gifts made to the school and amounts paid to trustees/governors for expenses.
- a description of the schools' arrangements for security of pupils, staff and the premises.
- information about the implementation of the governing body's policy on pupils with Special Educational Needs and Disabilities (SEND) 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 taken/planned to prevent disabled pupils being treated less favourably than other pupils; details of

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot, therefore, publish this.

existing facilities to assist access to the schools by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the schools.

- a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning.
- number of pupils on roll and rates of pupils' authorised and unauthorised absence.
- National Curriculum assessment results for appropriate Key Stages, with national summary figures.
- GCSE/NVQ results in the schools, locally and nationally.
- GCE A level and vocational qualification results in the school and nationally.
- the number of pupils studying for and percentage achieving other vocational qualifications.
- the destinations of school leavers¹
- a statement of the extent to which proposals in the post-inspection action plan have been carried into effect.

5.3. Instrument of Government/Articles of Association

- The name of the schools.
- The category of the schools.
- The name of the governing body.
- The manner in which the governing body is constituted.
- The term of office of each category of trustee/governor if less than four years.
- The name of anybody entitled to appoint any category of trustee/governor.
- Details of any trust.
- If the schools have a religious character, a description of the ethos.
- The date the instrument takes effect.

5.3.1. Minutes² of meetings of the Governing Bodies and its committees

Agreed minutes of meetings of the governing bodies and its committees (current and last full academic school year).

5.4. Student and Curriculum Policies

5.4.1. This section gives access to information about policies that relate to pupils and the schools' curriculum.

5.4.2. Home-school agreement

Statement of the schools' aims and values, the schools' responsibilities, the parental responsibilities and the schools' expectations of its pupils e.g. homework arrangements.

5.4.3. 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 schools.

5.4.4. Sex and Relationship Education Policy

Statement of policy with regard to sex and relationship education.

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5.4.5. SEND Inclusion Policy

Information about the schools' policy on providing for pupils with special educational needs.

5.4.6. Accessibility Plan

Plan for increasing participation of disabled pupils in the schools' curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.

5.4.7. Equalities Information Policy

Statement of policy for promoting race equality.

5.4.8. Child Protection and Safeguarding Policy

Statement of policy for safeguarding and promoting the welfare of pupils at the schools.

5.4.9. Behaviour Policy

Statement of general principles on behaviour and discipline.

5.4.10. Anti Bullying 'Safe to Learn' Policy

Statement of the measures taken by the school to prevent bullying.

5.4.11. Substance Misuse Guidance

Statement about the teaching of drugs education and the protocol for dealing with drug and substance misuse related incidents.

5.5. School Policies and Other Information Related to the Schools

This section gives access to information about policies that relate to the schools in general.

5.5.1. Published reports of Ofsted referring expressly to the schools

Published report of the last inspection of the schools and the summary of the report.

5.5.2. Post-Ofsted inspection action plan

A plan setting out the actions required following the last Ofsted inspection.

5.5.3. Charging and Remissions Policy

A statement of the schools' 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.

5.5.4. School session times and term dates

Details of school session times and dates of school terms and holidays.

5.5.5. 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.

5.5.6. Complaints Procedure

Statement of procedures for dealing with complaints.

5.5.7. Performance Management of Staff

Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the headteacher on the effectiveness of appraisal procedures.

5.5.8. Staff Conduct, Discipline and Grievance

Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

5.5.9. Pay Policy for Teachers

Statement of procedures for setting and reviewing pay for teaching staff.

5.5.10. Employee Finance Manual

Rules regarding the purchase of goods and services for the schools, and reimbursement of expenses incurred in the course of school business.

5.5.11. Flexible Working Policy

Statement of the rights and procedures for staff to request consideration of flexible working arrangements.

5.5.12. E-Safety and Acceptable Use

Rules regarding the use of school ICT systems for the protection of data and individuals.

5.5.13. Attendance Management Policy

A statement regarding the management of staff absence and the occasions where leave of absence is requested.

5.5.14. Safeguarding Policy

The procedure to be used if an allegation is made of misconduct by a member of staff against a student or another adult.

5.5.15. Whistleblowing Policy & Procedures

Details of the confidential system to support any employee who may wish to raise a concern.

6. Feedback and Complaints

6.1. We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme, require further assistance or wish to make a complaint then, initially, this should be addressed to the schools.

6.2. 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 (ICO). This is the organisation that ensures compliance with the Freedom of Information Act 2000 and 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:	mail@ico.org.uk
Website :	ico.org.uk