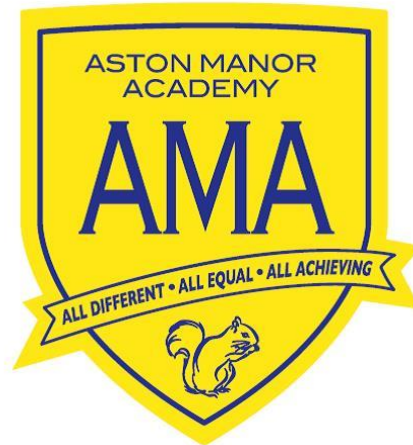


EQUITAS ACADEMIES TRUST



Chilwell Croft
Academy

FREEDOM OF INFORMATION POLICY

Review Date: July 2019
To be Reviewed: July 2020
Agreed: F&GP Board
Policy Lead: Marion Lower & Pravina
Patel

FREEDOM OF INFORMATION POLICY

1. INTRODUCTION

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

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 the Trust 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.

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.

2. AIMS AND OBJECTIVES

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

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'. These are contained in section 6 of this scheme.

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

- Information published in the Trustees Annual Report and in other Trust Board documents.
- Information about policies that relate to pupils and the curriculum.
- Trust Policies and other information related to the Trust.

4. HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the scheme, please contact the Trust by contacting the Trust Secretary on:

Email: mlower@astonmanoracademy.com

Tel: **0121 359 8108**

Contact Address: **Phillips Street, Aston, Birmingham, B6 4PZ**

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 you can still contact the Trust 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

Trustees' Annual Report and other information relating to the Trust Board

Class	Description
Trustees' Annual Report	<p>The statutory contents of the Trustees' annual report are as follows, (other items may be included in the annual report at the Trust's discretion):</p> <ul style="list-style-type: none">• details of the Trust Board membership• a statement on progress in implementing the action plan drawn up following an inspection• a financial statement, including gifts made to the Trust and amounts paid to Trustees for expenses• a description of the Trust's arrangements for security of pupils, staff and the premises• information about the implementation of the Trust Board'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 each Academy by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to each Academy• 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/GNVQ results in secondary Academy, with local and national summaries• GCE A/AS and vocational qualification results in the secondary Academy and national summaries• the number of pupils studying for and percentage achieving, other vocational qualifications

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	<ul style="list-style-type: none"> the destinations of school leavers¹ a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
Instrument of Government	<ul style="list-style-type: none"> The name of each Academy The category of each Academy within the Trust The name of the Trust Board The manner in which the Trust Board is constituted The term of office of each category of Trustee if less than 4 years The name of any body entitled to appoint any category of Trustee Details of any Trust Board member If the Trust has a religious character, a description of the ethos The date the instrument takes effect
Minutes¹ of meeting of the Trust Board and its committees	Agreed minutes of meetings of the Trust Board and its committees [<i>current and last full academic school year</i>]

Pupils & Curriculum Policies

Class	Description
Home – school agreement	Statement of each academies’ aims and values, responsibilities, the parental responsibilities and teach academies’ 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 each Academy within the Trust
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the Trust's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in each Academies’ curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Race Equality Policy	Statement of policy for promoting race equality
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the Trust. (<i>from March 2004</i>)
Student Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Executive / Local Headteacher to prevent bullying.

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

School Policies and other information related to the school

Class	Description
Published reports of Ofsted referring expressly to each 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 schools 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 school is designated as having a religious character
Charging and Remissions Policies	A statement of the Trust'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
School session times and term dates	Details of school session and dates of school 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
Performance Management of Staff	Statement of procedures adopted by the Trust Board relating to the performance management of staff and the annual report of the Executive / Local Headteacher on the effectiveness of appraisal procedures
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
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Executive / Local Headteacher or Trust Board relating to the curriculum

7. INFORMATION NOT COVERED BY THE PUBLICATION SCHEME

From 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by the Trust which is not made available through this Publication Scheme.

Requests have to be made in writing (e-mail is acceptable) and, in general, the Trust has 20 working days to respond. We may charge a fee for this information which will be calculated according to Fees Regulations.

If the cost of providing this information exceeds £450 (calculated in accordance with the Fees Regulations), we will not supply the information requested but will inform you what information can be provided for this sum.

The Trust will not release any information which an exemption in the Act legitimately applies and will explain to you why we are refusing to release the information (e.g. the information is available by other means or Personal Information is requested).

8. 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 express a

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concern then initially this should be addressed to Marion Lower: company secretary:
mlower@astonmanoracademy.com

If you are not satisfied with the assistance that you get or if we have not been able to resolve your concern 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.

Website : www.informationcommissioner.gov.uk

9. POLICY ADOPTION, MONITORING AND REVIEW

This Policy was considered and adopted by the Trust Board in line with their overall duty.

Parents/carers will be issued with a hard copy of this Policy on request. This Policy will also be made available to parents/carers via the Trust's website.

Trustees will review this policy bi-annually prior to the start of a new academic year but may adopt any amendments outside of this timeframe in accordance with any new legislation or guidance.

Date of next review: July 2020