



FREEDOM OF INFORMATION POLICY

School Publication Scheme

Information available under the Freedom of Information Act 2000

The Multi-Academy Trust 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;*
- *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 and Academies approved by the Information Commissioner.

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'. 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:

- **The Prospectus’ of each school – contains information published about each school and is given to all prospective and new pupils’ parents / carers.**
- **Directors’ Documents – information published on the websites of each school.**
- **Pupils & Curriculum – information about policies that relate to pupils and the school curriculum for each school.**
- **Multi-Academy Trust Policies and School Policies and other information related to each school - information about policies that relate to the school in general.**

3. The method by which information published under this scheme will be made available

The schools will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the schools, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit the websites of each school.

Mr S. Ward
Lead Director
C/o Irthlingborough Junior School
College Street
Irthlingborough
Northants
NN9 5TX

To help 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.

Note: This publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

7. Classes of Information Currently Published (also on school websites)

*School Prospectus (School Handbook) – **this section sets out information published in the school prospectus.***

Class	Description
School Prospectus'	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion): Available to all parents/carers when their child joins the school roll:</p> <ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school • the names of the head teacher and chair of governors • information on the school policy on admissions • a statement of the school'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 school'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 school by prospective parents

*Information relating to the Local Governing Body– **this section sets out information published in line with Government policy.***

Class	Description
School Profile	<p>The statutory contents of the School Website for parents are as follows:</p> <ul style="list-style-type: none"> • Successes in the year • What are we trying to improve • Progress made by pupils between age 7 and 11 • Achievement at age 11 • Results over time • Pupil Premium information

	<ul style="list-style-type: none"> • Sports Premium information • Meeting the learning needs of pupils • Ensuring pupils remain healthy, safe and well-supported • Absence rates • Activities available to pupils • Working with parents and the community • Pupil involvement with the school • Where pupils go when they leave the school • a statement of the extent to which proposals in the post-inspection action plan have been carried into effect
Minutes ¹ of meeting of the Local Governing Body and its committees	Agreed minutes of meetings of the local governing body and its committees [<i>current</i>]

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

Class	Description
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
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 school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Inclusion Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	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.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship

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

Safeguarding Policy including Child Protection	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

All policies are kept in the Head Teacher's Office

Charges will be made for photocopying more than 2 sheets (0.50p per sheet) and postage will be charged

School Policies and other information relating to each school

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

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Charging and Remissions Policies	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
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
Complaints procedure	Statement of procedures for dealing with complaints
Appraisal of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher 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 head teacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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 make a complaint then initially this should be addressed to Mr S.Ward, Lead Director c/o Irthlingborough Junior School, College Street, Irthlingborough, Northants, NN9 5TX.

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

Email: publications@ic-foi.demon.co.uk.

Website: www.informationcommissioner.gov.uk

**This document has been written for the I&FLP Multi-Academy Trust but is subject to Government legislative changes.*

Signed
Chair, Board of Directors

Dated