



# CHANGE SCHOOLS PARTNERSHIP TRUST

## Freedom of Information Policy

Date of Policy: Spring 2016  
Date Adopted: Spring 2016  
Date for Review: Spring 2018

## Freedom of Information Act 2000

*CHANGE Schools Partnership (the 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 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; 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. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Aims and Objectives**

The Trust aims to:

- provide a caring, disciplined and challenging environment that stimulates the intellectual, emotional, physical, moral and spiritual growth of the pupils;
- enable each child, whatever their ability, to recognise their own worth and to accept their responsibilities to society;
- provide a broad and stimulating curriculum based on the National Curriculum, which seeks to develop lively, inquiring minds, and enables children to understand the society in which they live;
- nurture those basic skills and concepts which are necessary for future education and development;
- encourage self-confidence, self-discipline and self-motivation so that children may become self-reliant in their learning; and
- enable children to strive for excellence.

And, 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:

- *School Prospectus* – information published in the school prospectus.
- *Trustees/Governors’ Documents* – information published in the Governors Annual Report and in other governing body documents.
- *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
- *School Policies and other information related to the trust/school* - information about policies that relate to the trust/school in general.

#### 4. How to Request Information

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

##### **Notley Green Primary School**

**Email:** [jessica.edom@notleygreen.essex.sch.uk](mailto:jessica.edom@notleygreen.essex.sch.uk)

**Tel:** 01376 343485

**Contact Address:** Blicking Road, Braintree, Essex. CM77 7ZJ

##### **Cann Hall Primary School**

**Email:** [michelle\\_glover@cannhall.essex.sch.uk](mailto:michelle_glover@cannhall.essex.sch.uk)

**Tel:** 01255 420603

**Fax:** 01255 424417

**Contact Address:** Constable Avenue, Clacton-on-Sea, Essex. CO16 8DA

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 is not available via the scheme you can still contact the individual school to ask if we have it.

#### 5. Paying for Information

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

School Websites –This section sets out specific information published on the school websites, in accordance with the School Information (England) (Amendment) Regulations 2012.

<b>Class</b>	<b>Description</b>
<b>Specified information on school website</b>	<ol style="list-style-type: none"> <li>1. The name, postal address and telephone number of the school, and the name of a person to whom enquiries should be addressed.</li> <li>2. Either—               <ol style="list-style-type: none"> <li>(a) the determined admission arrangements for the school in relation to each relevant age group at the school, including any arrangements for selection, any</li> </ol> </li> </ol>

Class	Description
	<p>oversubscription criteria and an explanation of the process of applying for a school place; or</p> <p>(b) information as to where and by what means parents may access that information in the local authority’s composite prospectus published on their website.</p> <p><b>3.</b> Information as to where and by what means parents may access the most recent report about the school published by her Majesty’s Chief Inspector of Education, Children’s Services and Skills.</p> <p><b>4.</b> The school’s most recent key stage 2 results in accordance with the DfE approved templates.</p> <p><b>5.</b> Information as to where and by what means parents may access the School Performance Tables published by the Secretary of State on the Department for Education’s website.</p> <p><b>6.</b> The following information about the school curriculum—</p> <p>(a) in relation to each academic year, the content of the curriculum followed by the school for each subject and details as to how additional information relating to the curriculum may be obtained;</p> <p>(b) in relation to key stage 1, the names of any phonics or reading schemes in Operation.</p> <p><b>7.</b> The measures determined by the head teacher under section 89 of the Education and Inspections Act 2006 (determination by head teacher of behaviour policy).</p> <p><b>8.</b> The amount of the school’s allocation from the Pupil Premium grant in respect of the current academic year;</p> <p>details of how it is intended that the allocation will be spent;</p> <p>details of how the previous academic year’s allocation was spent, and the effect of this expenditure on the educational attainment of those pupils at the school in respect of whom grant funding was allocated.</p> <p><b>9.</b> The report prepared by the school under section 317(5)(a) of EA 1996 (duties of governing bodies in relation to special educational needs).</p> <p><b>10.</b> The Trust’s Charging and Remissions policy determined by them under section 457 of EA 1996.</p> <p><b>11.</b> A statement of the school’s ethos and values.”</p>
<b>Instrument of Government</b>	<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</li> <li>• 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>

Class	Description
<b>Minutes <sup>1</sup> of meeting of the trustees, governing bodies and its committees</b>	Agreed minutes of meetings of the trustees, governing bodies and its committees <i>[current and last full academic school year]</i>

Pupils & Curriculum Policies - This section gives access to information about 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
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 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
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the Trust. <i>(from March 2004)</i>
Pupil Discipline – Behaviour Management Policy	Statement of general principles on behaviour and discipline and of measures taken by the Executive Headteacher/Head of School to prevent bullying.

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

Class	Description
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<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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 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
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the Trust relating to the performance management of staff and the annual report of the Executive Head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of 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 Headteacher/Head of School, board of trustees 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

## 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 Chair of the Board of Trustees.

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

**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)