

Freedom of Information & Publication Scheme

Freemantle C.E. Community Academy Trust



To be read in conjunction with

- The Information Commissioners Office
- The charging and remissions policy

Reviewed by: Kevin Barnett

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Approved by: Board of Directors

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1. Introduction

This document should be read in conjunction with 'Data Protection Policy', 'Charging and Remissions Policy' and National government changes to FOIA as they are modified.

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 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 either available for you on our website to download and print off, or 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 academy 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, 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:

Academy Prospectus – information published in the academy prospectus.

Directors'/Members Documents – information published in the Directors minutes and in other board of directors' documents.

Pupils & Curriculum – information about policies that relate to pupils and the academy curriculum.

Academy Policies and other information related to the academy - information about policies that relate to the academy in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the academy by telephone, email, fax or letter. Contact details are set out below or you can visit our website at www.freemantleacademy.com

Email: info@freemantleschool.co.uk

Tel: 023 80227925

Contact Address:

Freemantle C of E Community Academy Trust

Mansion Road Freemantle Southampton SO15 3BQ

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 and isn't on our website, you can still contact the academy to ask if we have it.

Where the academy believes the request is a 'subject assessment' rather than a 'freedom of information' request. The headteacher may take advice from the Information Communications Office to clarify this.

In some circumstance's information may be redacted or retained if there are concerns related to the release of information.

5. Paying for Information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library, family hub, or 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, incurs 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 and or reference to the charging and remissions policy.

6. Classes of Information currently published

Academy Prospectus – this section sets out information published in the academy prospectus.

Class	Description
Academy Prospectus	The statutory contents of the academy prospectus are as follows, (other items may be included in the prospectus at the academy's discretion): • the name, address and telephone number of the academy • the names of the Headteacher and Chair of Directors • information on the academy policy on admissions • a statement of the academy'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 academy's policy on providing for pupils with SEN or disabilities • 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

Directors' Report and other information relating to the board of directors–this section sets out information published in the Directors' Report and in other board of director documents.

Class	Description
Directors' Report	The statutory requirements of the directors' information to parents (which can also be accessed through the academy website) are as follows: • details of the board of directors' 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 academy and amounts paid to directors for expenses • a description of the academy's arrangements for security of pupils, staff and the premises • information about the implementation of the director'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 impairments; the accessibility plan covering future policies for increasing access by those with impairments to the 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 • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect Other items may be included in directors report at the academy's discretion.
Instrument of Government	• The name of the academy trust • The category of the academy • The names of the directors and members • The manner in which the board of directors is constituted • The term of office of each category of director if less than 4 years • The name of any statutory body entitled to appoint any category of director • Details of the trust • The religious character, a description of the ethos • The date the instrument takes effect
Minutes of board of directors and its committees	Agreed minutes of meetings of the board of directors and its committees <i>[current and last full academic year]</i> can be accessed upon request. There may be redacted content or addendum's subject to the confidentiality policy and/or GDPR regulations.

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the academy curriculum.

Class	Description
Home – academy agreement	Statement of the academy's aims and values, the academy's responsibilities, the parental responsibilities and the academy's expectations of its pupils for example homework arrangements
Curriculum Policies	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabi currently used by the academy

Relationship, Sex and Health Education (RSHE)	Statement of policy with regard to RSHE
Special Educational Needs Policy	Information about the academy's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the academy'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 academy.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

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

Class	Description
Published reports of Ofsted referring expressly to the 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 academy's 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 academy is designated as having a religious character
Charging and Remissions Policies	A statement of the academy's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example publications, music tuition, trips
Academy session times and term dates**	Details of academy session and dates of 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 board of directors relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of academy 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 to the Headteacher or board of directors relating to the curriculum

Annex A - Other documents	Annex A provides a list of other documents that are held by the academy and are available on request
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**** Information available on our website**

Our website is at (www.freemantleacademy.com)

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 Headteacher

**Freemantle C of E Community Academy Trust,
Mansion Road
Freemantle
Southampton
SO15 3BQ**

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

E Mail: publications@ic-foi.demon.co.uk

Website: <https://ico.org.uk/>