



# Freedom of Information Policy

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# Elveden Schools Trust

## Freedom of Information Policy

### FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME POLICY

#### Introduction

The trust board is registered with the Information Commissioner's Office (ICO) and conforms with its requirements under the Freedom of Information Act 2000. This Act gives a right of access to information held by public bodies, including schools, which are required to produce a publication scheme that makes it clear to the public what information they will make public when required to respond to requests for information. All information in our publication scheme is available in paper form from the school office. Some information may be available from our website. Some information that we hold may not be made public, for example personal information.

#### Objectives and targets

The purpose of this publication scheme is to demonstrate how we respond to the requirements of the Freedom of Information Act 2000 at Elveden Schools Trust and how we are pursuing the aims and objectives of the schools.

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

<b>School prospectus</b>	Information published in the school prospectus
<b>Governors' documents</b>	Information published in trust board and academy committee documents.
<b>Pupils and curriculum</b>	Information about policies that relate to pupils and the school curriculum
<b>School policies and other information related to the school</b>	Information about policies that relate to the school in general

#### School prospectus

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

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):</p> <ul style="list-style-type: none"> <li>• The name, address, telephone number of the school and the type of school (website address and email for contact).</li> <li>• The names of the Headteacher/Head of School and Chair of Governors.</li> <li>• Information on the school policy on admissions.</li> <li>• A statement of the school's Christian vision, ethos and values.</li> <li>• Details of any affiliations with a particular religious 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.</li> <li>• Information about the school's policy on providing for pupils with special educational needs.</li> <li>• Number of pupils on roll</li> <li>• National curriculum assessment results for appropriate key stages, with national summary figures.</li> <li>• (Information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters, services offered by the school for which a fee is payable).</li> </ul>

### Governors' documents

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

Class	Description
Information provided by school	<ul style="list-style-type: none"> <li>• Details of the trust board and academy committee membership, including name and address of Chair and Clerk.</li> <li>• Details on how to contact the trustees/academy committee members via the school.</li> <li>• Minutes of the meetings of the trust board and sub-committees.</li> <li>• A financial statement, including gifts made to the school.</li> <li>• Details of allowances and expenses that can be incurred or claimed by trustees, and a record of total payments made to individual trustees.</li> <li>• Financial information about projected and actual income and expenditure, capital funding, additional funding, procurement, contracts and financial audit.</li> </ul>

Class	Description
	<p>(Financial information for the current and previous two financial years is available.)</p> <ul style="list-style-type: none"> <li>● Details of the school's pupil premium allocation and plans to spend it in the current year, how the school's pupil premium allocation was spent in the previous year and the impact that it had on educational attainment of those pupils at the school in respect of whom grant funding was allocated.</li> <li>● Information on major plans for capital expenditure on building projects and other capital projects, including any private finance initiative and public-private partnership contracts.</li> <li>● Details of items of expenditure over £10,000, including costs, supplier and transaction information.</li> <li>● Any major proposals for the future of the school eg consultation on change of status.</li> <li>● A description of the school's arrangements for security of pupils, staff and the premises.</li> <li>● Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year.</li> <li>● A description of our disability equality policy and our accessibility plan.</li> <li>● The number of pupils on roll and rates of pupils' authorised and unauthorised absence.</li> <li>● Any major proposals for the future of the school eg consultation or a change in school status.</li> </ul>
Instrument of government	<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 four 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> </ul>

Class	Description
	<ul style="list-style-type: none"> <li>The date the instrument takes effect.</li> </ul>

#### Pupils and curriculum policies

Class	Description
Home-school agreement	<ul style="list-style-type: none"> <li>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.</li> </ul>
Curriculum policy	<ul style="list-style-type: none"> <li>Statement of the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.</li> <li>Details of the school's approach to phonic and reading schemes</li> </ul>
Sex education policy	<ul style="list-style-type: none"> <li>Statement of policy with regard to relationship and sex education.</li> </ul>
Special educational needs policy	<ul style="list-style-type: none"> <li>Information about the school's policy on providing for pupils with special educational needs.</li> </ul>
Disability/accessibility plans	<ul style="list-style-type: none"> <li>Plan for increasing participation of disabled learners in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled learners.</li> </ul>
Race equality policy	<ul style="list-style-type: none"> <li>Statement of policy for promoting race equality.</li> </ul>
Collective worship Elveden	<ul style="list-style-type: none"> <li>Statement for arrangements for the required daily act of collective worship.</li> </ul>
Child protection policy	<ul style="list-style-type: none"> <li>The school's policy statement for safeguarding and promoting the welfare of pupils at the school reflects the guidelines set out in the Area Child Protection Committee Code of Practice.</li> </ul>
Pupil discipline Behaviour Policy	<ul style="list-style-type: none"> <li>Statement of general principles on behaviour and discipline and of measures taken by the Headteacher/HOS to prevent bullying.</li> </ul>

#### School policies and other information related to the school

Class	Description
Published reports of Ofsted referring expressly to the school	<ul style="list-style-type: none"> <li>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.</li> </ul>

Class	Description
Post-Ofsted inspection action plan	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Performance data	<ul style="list-style-type: none"> <li>• Performance data supplied to the government.</li> </ul>
Charging and remissions policies	<ul style="list-style-type: none"> <li>• 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 eg. school publications, music tuition, trips etc.</li> </ul>
School session times and term dates	<ul style="list-style-type: none"> <li>• Details of school sessions and dates of school terms and holidays.</li> </ul>
Health and safety policy and risk assessment	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Complaints procedure	<ul style="list-style-type: none"> <li>• Statement of procedures for dealing with complaints.</li> </ul>
Performance management for staff	<ul style="list-style-type: none"> <li>• Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher/HOS on the effectiveness of appraisal procedures.</li> </ul>
Safer Recruitment incorporated within	<ul style="list-style-type: none"> <li>• Statement on the policy for staff recruitment.</li> </ul>
Pay, allowances and expenses for staff	<ul style="list-style-type: none"> <li>• Statement on the policy for teachers' pay.</li> <li>• Details of allowances and expenses that can be incurred or claimed. Statement to include the total of the allowances and expenses paid to individual senior staff (senior management or leadership team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum) by reference to categories in line with the school's policies and procedures including travel, subsistence and accommodation.</li> </ul>
Staffing structure	<ul style="list-style-type: none"> <li>• Statement on the staffing structure, including the names and positions of all staff of the school, and how they may be contacted via the school. This includes the salaries for senior staff as defined above. These salaries are stated in bands of £10,000. For more junior posts, levels of pay are identified by salary range.</li> </ul>
Staff conduct, discipline and grievance	<ul style="list-style-type: none"> <li>• Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.</li> </ul>

Class	Description
Statutory school policies	<ul style="list-style-type: none"> <li>Statutory policies not itemised above but required by the school, as defined by the DFE on their website  <a href="http://www.gov.uk/government/publications/statutory-policies-for-schools">www.gov.uk/government/publications/statutory-policies-for-schools</a> </li> </ul>
Lists and registers	<ul style="list-style-type: none"> <li>Any information that the school is legally required to hold in publicly available registers.</li> </ul>

### ***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.

### ***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. Single copies of information covered by this publication are provided free unless stated otherwise.

### ***Records management policy***

The school retains its records under the policy and guidelines issued in the Records Management Toolkit for schools issued by the Information and Records Management Society  
[www.irms.org.uk/groups/public-sector/resources/134-records-management-toolkit-for-schools](http://www.irms.org.uk/groups/public-sector/resources/134-records-management-toolkit-for-schools).

### ***Monitoring and evaluation***

In order to monitor and evaluate the policy, we welcome any comments or suggestions you may have about the scheme. If you want to make a comment about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Head of School or Headteacher at the school.

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 deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745. Fax: 01625 524510.

Website: [www.ico.org.uk](http://www.ico.org.uk).

### ***Reviewing***

The trust board is responsible for maintenance of this policy and will review it annually  
 Next school review date: October 2025