



Slough and East Berkshire C of E Multi Academy Trust



Freedom of Information Act Policy and Publication Scheme

Owner:	Mr Peter Collins
Ratified by Trust Directors:	
Date Ratified:	December 2019
Date policy to be reviewed:	Autumn 2020

This is Slough and East Berkshire C of E Multi Academy Trust Publication Scheme on information available under the Freedom of Information Act 2000 and covers all schools within the Trust.

The Board of Directors is responsible for the 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 public scheme is either available for you on our website to download and print off, or available in paper form.

Some information we hold may not be made public, for example personal information.

2. Categories of Information

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner and includes:-

- Aims and Objectives - See Annex A
- 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. 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.
- Governors Documents - information published in the minutes of the Governor Meetings and other related documents.
- Pupils and Curriculum – information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to the school – information about policies that relate to the school in general.

Further details are given at Annex B

3. How to Request Information

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

www.slougheton.com or

Email: reception@slougheton.com

Tel: 01753 520824

www.colnbrookprimary.com mail@colnbrookprimary.com Tel: 01753 683661

Contact address: Slough and Eton Church of England Business and Enterprise College,
Ragstone Road, Chalvey, Slough, SI12PU

or

Colnbrook C of E Primary School, High Street, Colnbrook, SI3 0JZ.

To help us process your request quickly, please clearly mark any correspondence

PUBLICATION SCHEME REQUEST

If the information you are 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.

4. Paying For Information

Information published on the 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 cafe.

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 before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

5. 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.

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 organisation ensures compliance with the Freedom of Information Act 2000 and deals with the formal complaints.

AIMS AND OBJECTIVES

School Aims

- 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, this publication scheme is a means of showing how we are pursuing these aims

CATEGORIES OF INFORMATION PUBLISHED

1. School Prospectus and School Profile – information published in the school prospectus which includes:

- 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 disabilities;
- The accessibility plan covering future policies for increasing access to the school by pupils with disabilities;
- Information about the implementation of the governing body's policy on pupils with special educational needs and any changes to the policy during the last year.

Information published in the School Profile which includes:

- Performance data pre-populated by the DFE
- A summary of the latest Ofsted report
- Narrative sections written by the school.

2. Governors Documents-information published in the Governors Annual Report and in other governing body documents which includes:

Articles of Association

- The name of the school
- The category of the school
- The name of the Governing Body
- The manner in which the Governing Body is constituted
- The term of office of each governor if less than 4 years
- The name of anybody entitled to appoint any category of governor
- Details of any trust
- If the school has a religious character, a description of the ethos
- The date the Articles takes effect. Memorandum of

Association

Minutes of meetings of the governing body and its committees

Agreed minutes of meetings of the governing body and its committees (from March 2009}.

3. Pupils and Curriculum – information about policies that relate to pupils and the school curriculum.

- *Pupils and Curriculum Policies*- this section gives access to information about policies that relate to pupils and the school curriculum.
- *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 of 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 school's policy on providing for pupils with special education 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 equality as per Section 75 of the 1998 NI Act.
- *Careers Education Policy* – statement of the programmes of careers education provided for Key stage 4.
- *Child Protection Policy*- statement of policy for safeguarding and promoting welfare of pupils at the school.
- *Pupil Discipline*- statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

4. School Policies and other information related to the school-

Information about policies that relate to the school in general. The School Website www.slougheton.com contains other documents held by the school and which may be viewed on line or are available on request. They include the following:

- *Education and Training Inspectorate (ETI) published reports 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 as having a religious character.
- *Post ETI inspection action plan*- a plan setting out the actions required following the last ETI 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 schools 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 sessions 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 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.

