



# CASTLEMAN ACADEMY TRUST

## **POLICY :**

### **Publication Scheme**

**of information available under the Freedom of  
Information Act**

**Author: Executive Head**  
**Date: May, 2018**

**Review Body: Trust Board**

**Date Adopted: 17<sup>th</sup> May, 2018**  
**Review Date: Summer 2019**

**CASTLEMAN ACADEMY TRUST**  
**Publication Scheme**

*The governing body 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 the Trust 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 approved by the Information Commissioner.

**2. Aims and Objectives**

The Trust 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.

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:

- |  |  |
|--|--|
| <i>School Prospectus</i>   | – information published in the school prospectus.                      |
| <i>Governors' Documents</i>  | – information published in governing body documents.                   |
| <i>Pupils &amp; Curriculum</i>                                     | – information about policies that relate to pupils and their learning. |
| <i>School Policies and other information related to the school</i> | - information about policies that relate to Trust Schools in general.  |

#### 4. 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 available on school and Trust websites.

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 you can still contact the school to ask if we have it.

#### 5. Paying for information

Information published on our 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 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, 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 Prospectus: this section sets out information published in the school prospectus.**

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus can be found on the school website as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"><li>• the name, address and telephone number of the school, and the type of school</li><li>• the names of the Head Teacher and chair of governors</li><li>• information on the school policy on admissions</li><li>• a statement of the school's ethos and values</li><li>• 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</li><li>• information about the school's policy on providing for pupils with special educational needs</li><li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>• the arrangements for visits to the school by prospective parents</li></ul>

**School Profile and other information relating to the governing body: This section sets out information published in the School Profile and in other governing body documents.**

Class	Description
School Profile	<p>The School Profile is no longer a statutory document, however the following information is available in school policy documents and on the website.</p> <ul style="list-style-type: none"> <li>• details of the governing body membership, including name of chair and clerk and school contact details</li> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses</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 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 disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>• a statement of policy on whole staff development identifying how teachers’ professional development impacts on teaching and learning</li> <li>• number of pupils on roll and rates of pupils’ authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• a statement of the extent to which proposals in the post- inspection action plan have been carried into effect</li> </ul>
Articles of Association	<ul style="list-style-type: none"> <li>• The object and powers of the Trust</li> <li>• Membership of the Trust Board and Members Group</li> <li>• Procedures and Management of meetings</li> <li>• Appointment and removal of Directors</li> </ul>
Minutes <sup>1</sup> of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees are available from the Clerk to Governors on request, or from the Clerk to the Trust in the case of minutes of Trust Board meetings.</p>

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

**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
Learning and Teaching Policy	Statement on the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex & Relationship 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 Plan	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.
Equality Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding	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.

**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
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report.
Charging Policy	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
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
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

## **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 Head Teacher, c/o The School Office.

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*

*or*

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)

## **Equality Impact Assessment**

This policy has been reviewed with the equality impact considerations as laid down in the school's Equality Policy.

**school to insert name here**  
**Freedom of Information Publication Scheme**  
**Annex A – Further documents held by the school**

Name of Document	Description
	NONE TO DATE.