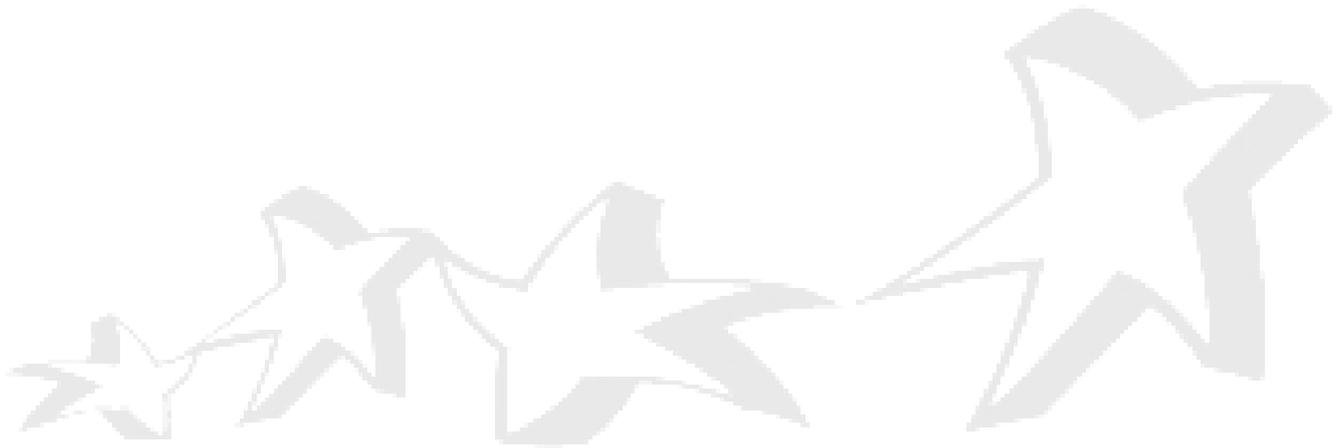




TRUST IN LEARNING (ACADEMIES)

FREEDOM OF INFORMATION POLICY



Date Created: January 2015
 Effective From: January 2015
 Dated Adopted by the Board: January 2015
 Review Date: December 2017

Date	Page	Change	Purpose of Change

1. Introduction

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. This policy provides a framework for a Publication Scheme that ensures appropriate information is available under the Freedom of Information Act 2000.

Each school within Trust in Learning (Academies) (TiLA) is required to 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 on each school’s website or available in paper form. Some information held may not be made public, for example personal information. This publication scheme conforms to the model scheme for academies approved by the Information Commissioner. The local governing body for each school is responsible for maintenance of this scheme.

2. Aims

Each school aims to:

- enable every child to fulfill 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 the Academy is pursuing these aims.

3. Communication

- The TiLA Board will notify the schools when a new policy is added or an existing policy is reviewed
- Schools must notify the TiLA Board if they have created a new policy or amended an existing policy
- This policy is one of a suite of policies and is listed under the main policy matrix that shows the full list of policies that are available
- The policy is available on a drive that is accessible to all staff
- All staff are notified when a policy is updated or a new policy is added to the portfolio
- The staff induction process covers policies and procedures together with the on line access instructions

4. Responsibilities and Accountabilities

- The TiLA Board is responsible for ensuring that each school complies with legislation and that this policy and its related procedures are fully implemented
- The Headteacher is responsible for the implementation of this policy and for ensuring that all staff are aware of this policy
- The Headteacher must ensure that this policy is covered in the staff induction process

5. Monitoring and Review

- The effectiveness of this policy is evaluated in the annual improvement plan
- Targets are set if appropriate within the Improvement Plan
- All policies are reviewed on a regular basis the next major review date is stated at the start of this policy
- Any complaints regarding this policy or the operation of this policy will be handled via the Complaints Policy
- Any complaint against or by a member of staff will be covered by reference to the Discipline, Conduct and Grievance Policy

6. 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 9 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.
- Local Governing Body Documents – information published in the local governing body documents
- Pupils & Curriculum – information about policies that relate to pupils and the school's curriculum
- School policies and other information related to the school - information about policies that relate to the school in general.

7. How to request information

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

www.bridgelearningcampus.org.uk

www.orchardschoolbristol.co.uk

<http://www.filtonavenue.com>

www.parsonstreet.com

Contact address, email and telephone: see websites for details

To help process requests 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 school to ask if we have it.

8. 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 9. 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.

9. Classes of Information Currently Published

School Prospectus – this section shows information published in the Academy prospectus.

Class	Description
Academy 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"> • the name, address and telephone number of the school and the type of school • the names of the headteacher and chair of the local governing body • information on the school's policy on admissions • a statement of the school'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 school's policy on providing for pupils with special educational needs • 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 • GCSE/GNVQ results in the school, locally and nationally • a summary of GCE A/AS level results in the school and nationally • the number of pupils studying for and percentage achieving other vocational qualifications • the destinations of academy leavers¹ • the arrangements for visits to the school by prospective parents • the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

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

Governors' Annual Report and other information relating to the local governing body – this section shows information published in the Governors' Annual Report and other governing documents.

Class	Description
Governors' Annual Report	<ul style="list-style-type: none"> • The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion): • details of the governing body membership with name and address of chair and clerk • progress on implementing the action plan drawn up following an inspection • a financial statement, including gifts made to the school and amounts paid to governors for expenses • the school's arrangements for security of pupils staff and the premises • 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 • 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 Academy by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school • 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 • GCSE/GNVQ results in the school, locally and nationally • GCE A/AS and vocational qualification results in the school and nationally • the number of pupils studying for and percentage achieving other vocational qualifications • the destinations of Academy leavers¹ • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the local governing body • The manner in which the local governing body is constituted • The term of office of each category of governor if less than four years • The name of anybody entitled to appoint any category of local governor • Details of any Trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect

Minutes ² of meeting of the local governing body and its committees	<ul style="list-style-type: none"> Agreed minutes of meetings of the local governing body and its committees [current and last full academic school year]
--	--

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the Academy 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 school'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
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. <i>(from March 2004)</i>
Pupil Discipline	Statement of general principles on behavior and discipline and of measures taken by the head teacher to prevent bullying.

² Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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 and where appropriate inspection reports of religious education in those schools 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 school is designated as having a religious character
Charging and Remissions Policies	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 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 local governing body 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 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 local 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

[** Information available on our website]

Our websites are: -

www.bridgelearningcampus.org.uk

<http://www.orchardschoolbristol.co.uk/>

<http://www.filtonavenue.com>

<http://www.parsonstreet.com/>

10. Paying for information

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 Mr. M Davies, Chief Executive, Trust in Learning (Academies), Trust House, Teyfant Road, Bristol BS13 0RG.

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

Email: publications@ic-foi.demon.co.uk

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

