



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Forest Lodge Academy Freedom of Information Publication Scheme

Review frequency: Governing body free to determine.

Approval: Governing body free to determine how to implement. Further information is on the [Information Commissioner's Office website](#).

Policy Statement

Introduction

This statement sets out the legal framework, the definitions and our policy expectations.

The L.E.A.D. Academy Trust requires this policy to be implemented by all its member academies.

Each academy must have a publication scheme which sets out details about their activities, priorities, decision-making processes and policies.

Academies must also respond to requests for information from members of the public.

The L.E.A.D. Academy Trust defines the policy expectation, but the responsibility for implementation of the policy rests with the Headteacher of each academy.

Legal Framework

It is a statutory duty for governing bodies of academies to ensure that a Freedom of Information Publication Scheme has been drawn up.

The Freedom of Information Act 2000 gives a right of access to information held by public bodies, including schools, who must comply with the Act and produce a Publication Scheme: see Section 19, which can be accessed here:

<http://www.legislation.gov.uk/ukpga/2000/36/contents>

Cross Reference: Data Protection Policy; Information to be published on academy websites policy

Policy

Under the Freedom of Information Act, academies must publish details about their activities, priorities, decision-making processes and policies.

Academies must also respond to requests for information from members of the public.

Academies may charge a fee for providing information in response to a Freedom of Information Act request, but it must be justifiable, and details of any charges must be publically available.

The Freedom of Information Act does not apply to personal data, and individuals requesting information held about themselves should make a Subject Access Request.

Model Publication Scheme

The governing body of the academy 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 is that public bodies, including 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
- 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 from the academy. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools and academies approved by the Information Commissioner.

2. Aims and Objectives

This publication scheme is a means of showing how we are pursuing the academy's aims:

- 1 To encourage pupils to aspire to their highest academic and personal potential and to create opportunities to help them to achieve greater independence.
- 2 To provide children with high quality, relevant school experiences which promote high standards of achievement academically, personally, socially, morally, culturally and spiritually.

- 3 To recognise and value the contributions of all people within the school community.
- 4 To provide a secure and supportive environment that promotes healthy lifestyles, happiness and a sense of caring.
- 5 To work in partnership with all those involved in the life of the school in order to create an atmosphere of openness, trust and respect that enables people to undertake their responsibilities.
- 6 To develop positive self-esteem, confidence and enthusiasm for all, developing an awareness of self worth and pride in achievements.
- 7 To develop and implement an exciting and varied curriculum which meets the needs of the 21st century.

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:

- 1 *School Prospectus* – information published in the school prospectus.
- 2 *Governors' Documents* – information published in the Trustees' Annual Report and in other governing body documents.
- 3 *Pupils and Curriculum* – information about policies that relate to pupils and the academy curriculum.
- 4 *Academy Policies and other information related to the academy* - information about policies that relate to the school 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 or letter.

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST". Thank you.

If the information you're looking for isn't available via the scheme, you can still contact the academy 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.

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.

6. Classes of Information Currently Published

Academy Prospectus – information published in the academy prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the academy 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 academy, and the type of academy• the names of the head teacher and chair of governors• 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 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• the arrangements for visits to the academy by prospective parents

Trustees' Governance Report and other information relating to the Trust – information published in the Trustees' Governance Report and in other Trust documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none">• The name of the Trust• Categories of the Trust's schools• The manner in which the Trust Board 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 governor• If the school has a religious character, a description of the ethos• The date the instrument takes effect

Minutes¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees. These are available for the last and current academic years.
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Pupils and Curriculum Policies - information about policies that relate to pupils and the academy curriculum.

Class	Description
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 academy
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 Plan	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.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the academy.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

Class	Description
Published reports of Ofsted referring expressly to the school	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 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 Policy	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 academy publications, music tuition, trips

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

School session times and term dates	Details of academy 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 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 for Education to the Headteacher or governing body relating to the curriculum

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.

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
or

Enquiry/Information Line: 0303 123 1113

<https://ico.org.uk/global/contact-us/>

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