



Freedom of Information Policy

November 2017

Signed (Chair of the Local Governing Body):	
Date:	November 2017
Date of Review:	November 2018

The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

The Local Governing Body is responsible for maintenance of this Policy

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 Policy, 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 Policy covers information already published and information which is to be published in the future. All information in our Policy is available in paper form.

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

This Policy 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, and this Policy is a means of showing how we are pursuing these aims.

3. Categories of information published

The Policy 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 Policy.

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

School Prospectus – information published in The Trust's prospectuses.

Governors' Documents – information published in the Governors Annual Report and in other governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the schools' curriculum.

School Policies and other information related to the school - information about policies that relate to The Trust in general.

4. How to request information

All policies are on the website. If you require a paper version of any other of the documents within the Policy, please contact The Trust by telephone, email, fax or letter. Contact details are set out below.

Davies Lane:

Email: **office@davieslane.waltham.sch.uk**
Tel: **0208 539 2466**
Fax: **0208 988 0930**
Contact Address: **Davies Lane Primary School**
Davies Lane
London E11 3DR

Selwyn:

Email: **primary@selwyn.waltham.sch.uk**
Tel: **0208 527 3814**
Fax: **0208 5233230**
Contact Address: **Selwyn Primary School**
Cavendish Road, Higham's Park
London E4 9NG

Acacia:

Email: **school.nursery@sch.lbwf.gov.uk**
Tel: **020 8558 4444**
Contact Address: **Acacia Nursery**
Cecil Road
Leytonstone
London
E11 3HE

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 Policy, you can still contact The Trust 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 Policy 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 Trust’s prospectuses are as follows, (other items may be included in the prospectuses at The Trust’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 Executive Headteacher and chair of governors • information on the school policy on admissions • a statement of The Trust’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 Trust’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 Trust by prospective parents

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

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual reports to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> • details of the governing body membership, including name, address of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection • a financial statement, including gifts to the Trust and amounts paid to governors for expenses • a description of The Trust'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 (SEN) 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 school 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 Key Stages, with national summary figures • 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 schools • The category of the schools • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of 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 instrument takes effect
Minutes¹ of meetings of the federated governing body and its committees	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>

¹ 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 Trust's aims and values, their responsibilities, the parental responsibilities and the Trust'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 Trust
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about The Trust's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in The Trust'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
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 behaviour and discipline and of measures taken by the Executive Headteacher 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 schools 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 Trust'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 Local Governing Body relating to the performance management of staff and the annual report of the Executive Headteacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of The Trust's 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 Executive Headteacher 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

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the Policy. If you want to make any comments about this Policy or if you require further assistance or wish to make a complaint then initially this should be addressed to **the Executive Headteacher or the Chair of the Local Governing Body 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 that 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.

Website : www.informationcommissioner.gov.uk

Annex A – Further documents held by the schools within The Arbor Academy Trust

Name of Document	Description
Teaching and Learning Policy	A statement of The Trust's policy with respect to Teaching and Learning
Individual Curriculum Policies	Policies for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by The Trust
Homework	A statement of The Trust's policy with respect to Homework
Staff Development	A statement of The Trust's policy with respect to Staff Development
Financial Management	A statement of the Trust's policy with respect to Financial Management
Ethnic Minority Achievement	A statement of The Trust's policy with respect to Ethnic Minority Achievement
Equal Opportunities	A statement of The Trust's policy with respect to Equal Opportunities