

<b>Staffordshire University Academies Trust</b>		<b>Trust Policy Document</b>			
Approved by:	Trust Board	Issue date:	April 2018	Review date:	April 2019
Policy Owner:	CEO	Page: 1 of 5			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
		General Public <input checked="" type="checkbox"/>			

## Freedom of Information Policy

### Principles

This is the Staffordshire University Academies Trust (SUAT) Publication Scheme on information available under the Freedom of Information Act 2000.

***The Local Academy Councils are 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 Academies, 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 publication scheme is **either available from the Academy Principals or the SUAT Chief Finance Officer** and available in paper or electronic form.

Some information held 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

Each Academy 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 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:

*Academy Prospectus* – information published in the school prospectus.

*Governors’ Documents* – information published in Trust Board documents.

*LAC Documents* – information published in Local Academy Council documents.

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

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<b>Approved by:</b>	Trust Board	<b>Issue date:</b>	April 2018	<b>Review date:</b>	April 2019	
<b>Policy Owner:</b>	CEO	Page: 2 of 5				
<b>Audience:</b>	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>

*SUAT Policies and other information related to the Academies* – information about policies that relate to the Academies in general.

#### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the relevant Academy by telephone, email, fax or letter. Contact details are displayed on each Academy website.

If the information you're looking for is not available via the scheme, you can still contact the Academy to ask if we have it.

For information about the Trust please contact the Chief Finance Officer, Staffordshire University Academies Trust, Marston Road, Hednesford, Staffs WS12 4JH. Telephone 01543 334028.

#### 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not 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

**Academy Prospectus** – this section sets out information published in the Academy prospectus.

Class	Description
<b>Academy Prospectus</b>	<p>The statutory contents of the Academy prospectus are as follows, (other items may be included in the prospectus at the Academy's discretion):</p> <ul style="list-style-type: none"> <li>• The name, address and telephone number of the Academy</li> <li>• The names of the Principal, the Chair of the Local Academy Council and the Chair of the Trust Board</li> <li>• Information on the Academy policy on admissions</li> <li>• A statement of the Academy's ethos and values</li> <li>• Parents right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>• Information about the Academy's policy on providing for pupils with special educational needs</li> <li>• Number of pupils on roll and rates of pupil's and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• GCSE/GNVQ results in the Academy, locally and nationally</li> </ul>

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	April 2018	Review date:	April 2019
Policy Owner:	CEO	Page: 3 of 5			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

	<ul style="list-style-type: none"> <li>• A summary of GCE A/AS level results in the Academy and nationally</li> <li>• The number of pupils studying for and percentage achieving other vocational qualifications</li> <li>• The destinations of school leavers*</li> <li>• The arrangements for visits to the Academy by prospective parents</li> </ul>
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**Trust Board Annual Report and other information relating to the governing body** – this section sets out information published in the Trust’s Annual Report and in other governing body documents.

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 Academy ( <i>from March 2004</i> )
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Principal’s to prevent bullying

**SUAT Policies and other information related to the Academy** – This section gives access to information about policies that relate to the Academy in general.

Class	Description
Published reports of Ofsted referring expressly to the Academy	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 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 designated as having a religious character.
Charging and Remissions Policies	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 school publications, music tuition, trips
Academy session times and term dates	Details of Academy session and dates of Academy 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

Staffordshire University Academies Trust		Trust Policy Document				
Approved by:	Trust Board	Issue date:	April 2018	Review date:	April 2019	
Policy Owner:	CEO	Page: 4 of 5				
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>

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 Principal 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
Annexe A – other documents	Annexe A provides a list of other documents that are held by the Academy and are available on request

Any requests for information that is not routinely available via the publication scheme will be dealt with as a Freedom of Information request. Requests under the Act will be processed within 20 working days. Charges may be applied for photocopying, printing and postage.

## 7. Feedback and Complaints

Class	Description
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>The name of the Academy</li> <li>The category of the Academy</li> <li>The name of the governing body</li> <li>The manner in which the governing body is constituted</li> <li>The term of office of each category of governor if less than 4 years</li> <li>The name of anybody entitled to appoint any category of governor</li> <li>Details of any trust</li> <li>If the Academy has a religious character, a description of the ethos</li> <li>The date the instrument takes effect</li> </ul>
<b>Minutes* of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic Academy year]</i>

**Pupils & Curriculum Policies** – This section gives access to information about policies that relate to pupils and the curriculum

Class	Description
Home – Academy agreement	Statement of the Academy's aims and values, the Academy's responsibilities, the parental responsibilities and the Academy's expectations of its pupils for example homework arrangements.

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<b>Policy Owner:</b>	CEO	Page: 5 of 5			
<b>Audience:</b>	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>

Curriculum Policy	Statement on following the policy of 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 Academy's policy on providing for pupils with special educational needs.
Accessibility Plans	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.
Race Equality Policy	Statement of policy for promoting race equality

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 Keith Hollins, Chief Executive Officer**.

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](mailto:publications@ic-foi.demon.co.uk)**

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