



FRAYS

Academy Trust

LDBS Frays Academy Trust Freedom of Information Publication Scheme

Date Ratified: February 2018

Review Date: February 2021

Version History

Version	Date	Status and Purpose	Policy Author	Changes Overview
1	July 2013	Policy Review	Executive Headteacher/ Strategic Administrator	
2	July 2015	Policy Review	Executive Headteacher/ Strategic Administrator	References to Headteacher changed to Head of School. Feedback and Complaints change contact to Strategic Administrator not Strategic Finance and Resources Manager.
3	January 2018	Policy Review & Update	Executive Headteacher/ Strategic Administrator	Policy updated to reflect branding changes and to extend the policy review period to every three years.

Approval

Signed by Chair	
Date of Approval/Adoption	February 2018
Date of Review	February 2021

Notes on Document

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Once issued, as a minimum this document shall be reviewed on every three years or as necessary by the originating team/committee.

To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.

This is the Frays Academy Trust (the Trust) Publication Scheme on information available under the Freedom of Information Act 2000.

The Federated Governing Body of the schools in the Trust are responsible for maintenance of this scheme.

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 should be clear and proactive about the information they will make public.

To do this we must produce a 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 for you on our website to download and print off or 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.

Aims and Objectives

The Trust aims to:

- Encourage all children to take responsibility for their own actions and to conduct themselves in a caring, considerate manner both to children and adults.
- Promote philosophy whereby children are encouraged to take pride in their achievements and are valued for themselves; where challenge and high expectations are used to raise standards.
- Ensure that all children experience a broad and balanced programme which incorporates Literacy, Numeracy, Science, ICT, Religious Education, Music and other foundation subjects of the National Curriculum.
- Ensure that all children are presented with equal opportunities within the curriculum which takes full account of their individual needs.
- Provide a rich and well-resourced environment for the whole school and community which will broaden their experiences of life.
- Make school a positive experience for all those involved with any aspect of school life.

This publication scheme is a means of showing how we are pursuing these aims.

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'.

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

- School Prospectus – information published in the school prospectus.
- Director/Governors' Documents – information published in the Trusts Annual Report and in other Governing Body documents.
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to the school – information about policies that relate to the school in general.

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 or letter. Contact details can be found for each school on the Frays Academy Website: www.fraysacademytrust.org

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 (and isn't on our website), you can still contact the school to ask if we have it.

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. 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.

Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion): <ul style="list-style-type: none">• The name, address and telephone number of the school, and the type of school.• The names of the Head of School and Chair of Governors.

	<ul style="list-style-type: none"> • Information on the school policy on admissions. • A statement of the Trust/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 Trusts/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. • The arrangements for visits to the school by prospective parents.
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Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school. • The category of the school. • The name of the Federated Governing body. • The manner in which the Federated 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. • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the Federated Governing Body and its committees (current and last full academic school year)

Pupils & Curriculum Policies – This section give 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.
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 and Relationships Education Policy	Statement of policy with regard to sex and relationship.
Special Educational Needs Policy	Information about the Trust/School's policy on providing pupils with special education needs.
Accessibility Plans	Plans 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.
Child Protection Policy	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 measure taken.

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 OfSETD 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 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 Federated Governing Body relating to the performance management of staff and the annual report of the Head of School 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 of School or Federated Governing Body relating to the curriculum.
Annex A – Other documents	Annex A provides a list of other documents that are held by the Trust/School and are available on request.

[**Information available on our website]

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:

**Mrs C Faulkner
Strategic Administrator
Frays Academy Trust
Cowley St Laurence CE Primary School
Worcester Road
Cowley
Middlesex UB8 3TH**

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's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF**

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Website: www.informationcommissioner.gov.uk