



**BARNSOLE PRIMARY TRUST**

# **FREEDOM OF INFORMATION POLICY**

Policy reviewed by  
Policy date  
Next review due

Board of Trustees  
May 2018  
May 2020

## **Barnsole Primary Trust Publication Scheme based on information available under the Freedom of Information Act 2000.**

### **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 Pupil Referral Units, 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 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.

### **2. Aims and Objectives**

#### **Our Vision**

To provide the best possible education for young people in Medway,

#### **Our Mission**

Excellent school improvement in Medway.

#### **Our Values**

The vision is underpinned by seven core values:

- To promote social mobility by ensuring there are no achievement gaps between groups of children, particularly the most disadvantaged;
- To provide an environment where each child feels happy, valued and safe;
- To provide each child with an entitlement that offers them the access to a curriculum which values their unique need, talent and skill;
- To value and develop staff to ensure they become the best possible professionals they can be;
- To target resources and time that leads to direct school improvement;
- To provide a holistic education working in partnership with parents, carers and the wider community;
- To recognise, value and maintain the unique identity of each school within its community

**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 Barnsole Primary Trust and the schools who are members of the Trust 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:

- *School Induction Pack* – this section sets out information published in the School Induction Pack.
- *Governance and Leadership Documents* – information published in relation to Governance and Leadership of the Trust
- *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.

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

#### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the trust by telephone, email or letter. Contact details are set out below.

Email: **office@barnsoleprimary.medway.sch.uk**  
 Tel: **01634 333400**  
 Contact Address: **Barnsole Primary Trust, Barnsole Road, Gillingham, ME7 2JG**

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 is not available via the scheme, you can still contact the trust to ask if we have it.

#### 5. Paying for information

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

**School Induction Pack** – this section sets out information published in the school induction pack.

Class	Description
<b>School Induction Pack</b>	<p>The statutory contents of the school handbook are as follows, (other items may be included in the handbook at the school’s discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school</li> <li>• the names of the head of school and chair of management committee</li> <li>• parent/carer privacy notice</li> <li>• links to information on the school policy on admissions on website</li> <li>• a statement of the school's ethos and values</li> <li>• information about the school's policy on providing for pupils with special educational needs (links on website)</li> </ul>

**Governance and Leadership documents**– this section sets out guidance to information published in relation to Governance and Leadership of the Trust

<b>Class</b>	<b>Description</b>
<b>Trust Annual Report and Financial Information</b>	<ul style="list-style-type: none"> <li>• Trustees' report</li> <li>• Governance statement</li> <li>• Statement on regularity, propriety and compliance</li> <li>• Statement of trustees' responsibilities</li> <li>• Independent auditor's report on the financial statements</li> <li>• Independent reporting accountant's report on regularity</li> <li>• Statement of financial activities incorporating income and expenditure account</li> <li>• Balance sheet</li> <li>• Cash flow statement</li> <li>• Notes to the financial statements</li> </ul>
<b>Articles of Association</b>	<p>Sets out the charitable purpose of the trust and its governance structure including:-</p> <ul style="list-style-type: none"> <li>• what the trust exists to do</li> <li>• appointing and removing trust members and trustees</li> <li>• establishing committees and local governing bodies</li> <li>• Providing a framework for the trust to act within company and charity law.</li> </ul>
<b>Register of Business Interests</b>	A register of relevant business and pecuniary interests of members, trustees, local governors and senior staff.
<b>Code of Governance</b>	Sets out the expectations on and commitment required from school governors, trustees and academy committee members in order for the governing board to properly carry out its work within the school/s and the community.

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

<b>Class</b>	<b>Description</b>
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
<b>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education

<b>Special Education Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs
<b>Accessibility Plans</b>	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.
<b>Equality Information and Objectives</b>	Statement of policy for promoting equality
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school.
<b>Behaviour Policy</b>	Statement of general principles on behaviour and discipline and of measures taken by the Head of School to prevent bullying.

**Policies and other information** - This section gives access to information about policies and other information that relates to the Trust and the schools who are members of the Trust in general.

<b>Class</b>	<b>Description</b>
<b>Published reports of Ofsted referring expressly to the school</b>	Published report of the last inspection of the school
<b>Post-Ofsted inspection action plan</b>	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
<b>Charging and Remissions Policies</b>	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
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays
<b>Health and Safety Policy and risk assessments</b>	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
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints
<b>Performance Management of Staff</b>	Statement of procedures adopted by the management committee relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

<b>Curriculum circulars and statutory instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Head of School or management committee relating to the curriculum
<b>Admissions policy</b>	Statement of the schools policy on admissions.

## 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 Chair of Barnsole Primary Trust.

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. <https://ico.org.uk/concerns/getting/>

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

**E Mail:** [casework@ico.org.uk](mailto:casework@ico.org.uk)

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