



FREEDOM OF INFORMATION PUBLICATION SCHEME

FOR SCHOOLS WITHIN

THE KEYS FEDERATION ACADEMY TRUST

**St. Peter's C. of E. Primary School, Hindley
Hindley Green Community Primary School
St. John's C. of E. Primary School, Hindley Green
St. John's C. of E. Primary School, Abram**



September 2018

This is The Keys Federation Academy Trust Publication Scheme on information available under the Freedom of Information Act 2000

The Keys Federation Board of Directors is 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 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; 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 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.

2. Aims and Objectives

The Keys Federation Academy Trust's mission statement '**Unlocking potential**' emphasises that we are committed to valuing and nurturing each child as an individual who will achieve their best and develop an enthusiasm for lifelong learning. Our vision is for the children in our schools to grow into responsible, caring and fulfilled adults who actively and positively contribute to the society in which they live. We are committed to raising standards, values and self-esteem for all those involved with our schools through cultivating secure, yet exciting environments that are positive, supportive, stimulating and enriching 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 and are organised into four broad topic areas:

School Prospectus – information published in the school prospectus.

Director's Documents – information published in Board of Director documents.

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

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

4. How to request information

If you require a hard copy of any of the documents within the scheme, please contact the individual schools or the Trust either in person, by telephone, e-mail, fax or letter. Contact details are set out below or you can visit our websites.

The Keys Federation Academy Trust
682 Atherton Road,
Hindley Green
Wigan

E-mail: j.jones@thekeysfederation.org.uk
Telephone Number: 01942 834000
Website: www.thekeysfederation.org.uk

WN2 4SQ

St. Peter's C. of E. Primary School

Kildare Street
Hindley
Wigan
WN2 3HY

E-mail: enquiries@admin.hindleysaintpeters.wigan.sch.uk
Telephone Number: **01942 258647**

Website: www.hindleysaintpeters.wigan.sch.uk

Hindley Green Community Primary School

Thomas Street
Hindley Green
Wigan
WN2 4SS

E-mail: enquiries@admin.hindleygreen.wigan.sch.uk
Telephone Number: **01942 255406**

Website: www.hindleygreen.wigan.sch.uk

St. John's C. of E. Primary School

Atherton Road
Hindley Green
Wigan
WN2 4SD

E-mail: enquiries@admin.hindleygreensaintjohns.wigan.sch.uk
Telephone Number: **01942 255396**

Website: www.hindleygreensaintjohns.wigan.sch.uk

St. John's C. of E. Primary School

Simpkin Street
Abram
Wigan
WN2 5QE

E-mail: enquiries@admin.abramsaintjohns.wigan.sch.uk
Telephone Number: **01942 703465**

Website: www.abramsaintjohns.wigan.sch.uk

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

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact school 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 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, 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.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 5p per sheet (black and white)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 nd class

6. Classes of Information Currently Published

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

Class	Description
School Prospectus	<p>The contents of the school prospectus are as follows:</p> <ul style="list-style-type: none"> the name, address and telephone number of the school, and the type of school the name of the Principal and Chair of the Board of Directors information on the school policy on admissions a statement of the 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 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 school session times and term dates

Board of Director Documents – this section sets out information published in Board of Director documents.

Class	Description
Articles of Association	Information regarding the objects, members, directors and meetings of the Company.
Agendas and Minutes¹ of meeting of the Board of Directors and its committees	Agendas and agreed minutes of meetings of Board of Directors and its committees for the current and last full academic school year. (£)
Board of Director membership	Who's who on the Board of Directors
Staffing structure and recruitment procedures	Who's who in the schools
Expenses/ Allowances	Expenses Policy (£)
Financial statements	What we spend and how we spent it – this will be current and previous financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits (£)

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 school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements

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

Curriculum Policies	Statement on following the policies for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the schools (£)
Sex Education Policy	Statement of policy with regard to sex and relationship education (£)
Special Educational Needs and Disabilities Policy	Information about the school's policy on providing for pupils with special educational needs and disabilities (£) The Local Offer is also published on The Keys Federation website.
Equality Scheme and Accessibility Plans	Policy and plans setting out how our practice and policies have due regard to the need to: - eliminate discrimination, harassment and victimisation; - advance equality of opportunity and - foster good relations between groups. and 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 (£)
Collective Worship	Statement of arrangements for the required daily act of collective worship (£)
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (£)
Positive Behaviour Management and Anti-Bullying Policies	Statement of general principles on behaviour and discipline and of measures taken by the Principals and Executive Principals 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 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 Policy	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 (£)
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 Board of Directors relating to the performance management of staff and the annual report of the CEO 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 (£)
Statutory Instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Trust or Board of Directors (£)
School Improvement Plans	Incorporating future plans (£)
Equality Scheme report	Annual progress report on the Equality Scheme

Records Management and Personal data policies	Including: Data Protection Policy in line with GDPR
Asset Register	Inspection copy only – contact school office
Registers	Any information the school is currently legally required to hold in publicly available registers – <i>this does not include the Attendance Register</i>
Trust and school publications	Leaflets, booklets and newsletters
Extra curricular activities	Information on the extra-curricular activities on offer
Before & After School Clubs – contracts, leaflets, policies	Information on the childcare facilities available in our schools

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 ***Mrs. S. Bruton, 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 545 745 or 0303 123 1113

E Mail: casework@ico.org.uk

Website : www.informationcommissioner.gov.uk