

# ***The Consortium Multi-Academy Trust***

**Chair of the Members and Board of Trustees:** Dawn Carman-Jones

**Principal/CEO:** Andrew Aalders-Dunthorne

**Email:** [principal@consortiumacademy.org](mailto:principal@consortiumacademy.org)

## Freedom of information Policy.

### **1. INTRODUCTION**

1.1 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 publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published;
- Whether the information is available free of charge or on payment.

1.2 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.

1.3 It should be noted that access to personal information is still governed under the Data Protection Act 1998. Requests for such information will be governed in accordance with the requirements of this legislation and might not be divulged publicly.

1.4 The Trust is committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of receipt of the request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with public interest. Repeated or vexatious requests for information will be refused. The Trust will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. The Trust reserve the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450).

1.5 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner. The Trust Board is responsible for the maintenance of this scheme.

### **2. CATEGORIES OF INFORMATION PULISHED**

2.1 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 6.5 of the scheme.

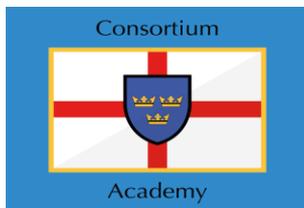
2.2 The classes of information that we undertake to make available are organised into four broad topic areas:

- (a) School Prospectus - information published in the school and Trust prospectus/web sites.
- (b) Governors' Documents - Information about the school and its performance is reviewed by governors of the Local Governing Body.
- (c) Pupils and Curriculum - information about policies that relate to pupils and the school curriculum.
- (d) School Policies and other information related to the school - information about policies that relate to the school in general.

### **3. HOW TO REQUEST INFORMATION**

3.1 Many of the documents are available on our websites, [www.consortiumacademy.org](http://www.consortiumacademy.org) and links through to our member school academies.

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3.2 If you require a paper version of any of the documents within the scheme, please contact the school by telephone or email. Contact details are available on our websites.

3.3 To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please).

3.4 If the information you're looking for isn't available via the scheme and isn't on our website please contact the school to ask if we have it.

## **4. PAYING FOR INFORMATION**

4.1 Information published on our website is free to download, although you may incur costs from your internet provider.

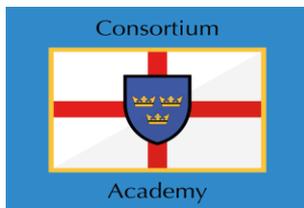
4.2 If you don't have internet access you can access our website from a local library.

4.3 Single copies of information covered by this publication are provided at a nominal charge to cover but not exceed the costs incurred by the school in dealing with your request. 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 the charge is to cover but not exceed the costs incurred by the school in dealing with your request.

## **5. CLASSES OF INFORMATION CURRENTLY PUBLISHED**

- School and Trust prospectus (published as the web site)
- The statutory contents of the School and Trust prospectus/website are as follows, (other items may be included in the prospectus at the school's discretion):
  - The name, address and telephone number of the school, and the type of school.
  - The names of the Trust Members/Trustees/CEO and Executive Team along with the Individual Academy Head and chair of governors for each member school.
  - Information on the Trust 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, the SEND Information Report.
  - Number of pupils on roll and rates of pupils' attendance
  - National Curriculum assessment results for appropriate Key Stages, with national summary figures.
  - The arrangements for visits to the school by prospective parents.
  - Governors' Information
  - The statutory contents of the governors' published information are as follows (other items may be included at the school's discretion):
    - Instrument of Government
    - The name of the school.
    - The category of the school.
    - 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.

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- The date the Instrument takes effect.
- Minutes of meeting of the governing body and the Board of Trustees
- Agreed minutes of meetings of the governing body (current and last full academic school year) unless there is a requirement that these are confidential.
- Pupils & Curriculum Policies - this section gives access to information about policies and statements that relate to pupils and the school curriculum.
- Curriculum: Teaching and Learning; Curriculum; Educational Visits & Remissions; Marking and Feedback
- Pupils: Administration of medicines; Intimate Care; Admissions; Anti Bullying; Attendance; Behaviour and Inclusion; Safeguarding; Single Equalities Scheme; School Uniform.
- School Policies and other information related to the school
- Published reports of Ofsted
- Referring expressly to the school and Section 23. 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.
- Charging and Remissions Policies
- 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.
- 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 Trust Board relating to the performance management of staff and the annual report of the Academy Heads 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 for Education to the Academy Head or governing body relating to the curriculum.

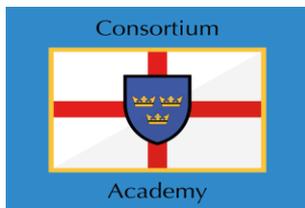
## **6. FEEDBACK AND COMPLAINTS**

6.1 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 Academy Head.

6.2 If you are not satisfied with the assistance that you get or if the Academy Head has been unable to resolve your issue please contact the CEO/Principal for further assistance by emailing [principal@consortiumacademy.org](mailto:principal@consortiumacademy.org)

6.3 If you are still 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

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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: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## Document Control

### Changes History

Version	Date	Amended By	Details of Change
V2	04/09/17	Principal/CEO	Scheduled review, tidying amendments only

## Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	16/10/16
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	31/10/16

## Equality Impact Assessment

Date	Name	Details

**END OF DOCUMENT**

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