



# FREEDOM OF INFORMATION POLICY

<b>Policy date:</b>	September 2022
<b>Review date:</b>	September 2024
<b>Chair of Trustees:</b>	<b>Therese Quincey</b>
<b>Chair of Governors:</b>	<b>Daniel Monk (KS) Helen Elderkin (SW)</b>

## Control Sheet

<b>Version number</b>	2
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<b>Current date approved</b>	
<b>Approved by</b>	Finance and General Purposes Committee
<b>Date of next review</b>	
<b>Status</b>	Final
<b>Policy owner</b>	Director of Governance
<b>Policy location</b>	Policies / Corporate Governance Policies
<b>Target group</b>	Staff, Students, Trustees, Governors, Public
<b>Trust Board link role</b>	

<b>Document History:</b>			
<b>Version</b>	<b>Date of review</b>	<b>Author</b>	<b>Note of Revisions</b>
Version 1	September 2022		
Version 2	September 2023	Tracy Carson	Updated LGB Chairs

This is the Northern Leaders Trust Publication Scheme on the information available under the Freedom of Information Act 2000. The Trustees are responsible for maintenance of this scheme.

## **1. Introduction: what a publication schemes 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 all maintained 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 school 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:

- **School Prospectus** - information published in the school prospectus.
- **Governors' Documents** - information published in 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.

## **4. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the Northern Leaders Trust by telephone, email, fax or letter. Contact details are set out below, or you can visit our website at:

Email: [public.enquiries@northernleaderstrust.org](mailto:public.enquiries@northernleaderstrust.org)

Tel: **0191 214 2201**

Fax: **0191 214 2207**

Contact Address: **Northern Leaders Trust, Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU.**

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 or our school's website, you can still contact the Trust 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 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

**School Prospectus/website - this section sets out information published in each school's prospectus/website.**

Class	Description
<p><b>School Prospectus/website</b></p>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school;</li> <li>• the names of the head teacher and chair of governors;</li> <li>• information on the school policy on admissions;</li> <li>• a statement of the school's ethos and values;</li> <li>• details of any affiliations with a particular religion or religious denomination;</li> <li>• the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils;</li> <li>• information about the school's policy on providing for pupils with special educational needs;</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences;</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures;</li> <li>• GCSE/GNVQ results in the school, locally and nationally;</li> <li>• a summary of GCE A/AS level results in the school 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 school by prospective parents;</li> <li>• the number of places pupils of normal age of entry in the preceding school year; and</li> </ul>

	<ul style="list-style-type: none"> <li>the number of written applications/preferences expressed for those places.</li> </ul>
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**Governance Annual Reports and other information relating to the Trustees - this section sets out information published in the Trustees Annual Report and in other Governance and Trustees reports and documents.**

<b>Class</b>	<b>Description</b>
<b>Governance Annual Reports</b>	<p>The statutory contents of the governance annual report to parents are as follows (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> <li>details of the Trustees membership, including name and address of chair and clerk;</li> <li>a statement on progress in implementing the action plan drawn up following an inspection;</li> <li>a financial statement, including gifts made to the schools and amounts paid to Trustees and Local advisory Group Members for expenses;</li> <li>a description of the schools' arrangements for security of pupils staff and the premises;</li> <li>information about the implementation of the Trustees policy on pupils with special education needs (SEN) and any changes to the policy during the last year;</li> <li>a description of the arrangements for the admission of pupils with disabilities;</li> <li>details of steps to prevent disabled pupils being treated less favourably than other pupils;</li> <li>details of existing facilities to assist access to the school by pupils with disabilities;</li> <li>the accessibility plan covering future policies for increasing access by those with disabilities to the school;</li> <li>a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning;</li> <li>number of pupils on roll and rates of pupils' authorised and unauthorised absence;</li> <li>National Curriculum assessments results for appropriate Key Stages, with national summary figures;</li> <li>GCSE/Vocational qualification results in the school, locally and nationally</li> <li>GCE A/AS and vocational qualification results in the school and nationally the number of pupils studying for and percentage achieving other vocational qualifications;</li> <li>the destinations of school leavers; and</li> <li>a statement of the extent to which proposals in the post-inspection action plan have been carried into effect.</li> </ul>
<b>Instrument of Governance</b>	<ul style="list-style-type: none"> <li>the name of the school;</li> <li>the category of the school;</li> <li>the name of the Trustees;</li> <li>the manner in which the Trustees are constituted;</li> <li>the term of office of each category of governor if less than 4 years;</li> </ul>

	<ul style="list-style-type: none"> <li>• the name of anybody entitled to appoint any category of governor;</li> <li>• details of any trust;</li> <li>• if the school has a religious character, a description of the ethos; and</li> <li>• the date the instrument takes effect</li> </ul>
<b>Minutes of meeting of the Trust and its committees</b>	Agreed minutes of meetings of the Trustees and its committees

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

Class	Description
<b>Home-school agreement</b>	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
<b>Curriculum Policy</b>	Information on the school's policy for the curriculum including religious education
<b>Sex and Relationship 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 Policy</b>	Statement of policy for promoting equality
<b>Careers Education Policy</b>	Statement of the programmes of careers education provided for Key Stage 4
<b>Safeguarding and Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school
<b>Behaviour Policy</b>	Statement of policy for managing and supporting behaviour of students

**School Policies and other information related to the school - this section give access to information about policies that relate to the school in general.**

Class	Description
<b>Published reports of Ofsted referring expressly to the school</b>	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
<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 assessment</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 governing body 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 teacher or governing body relating to the curriculum

## 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 Director of Governance at the address above.

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:** 0303 123 1113

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

**Website:** <http://www.ico.gov.uk/>