



# Freedom of Information Policy

## May 2018

The Board of Directors are 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 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

Fairfax Multi- Academy Trust (the Trust) aims:

- To develop a community which values all of its members equally and which shows concern and respect for others;
- To foster the partnership between home, academies and the local community;
- To enrich the National Curriculum by extending opportunities and experiences that compliment learning and promote hard work;
- To help each student develop a lively and enquiring mind based on rational debate and constructive criticism;
- To engage students in the life of the school, preserving a balance of enjoyment and achievement;
- To support students' understanding of contemporary issues facing the world today;
- To recognise and encourage talent of all kinds and stretch the intellectual, physical and creative abilities of each student to enable them to achieve their potential.

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:

- 1) Academy Prospectus – information published in the Academy Prospectus.
- 2) Associates' Documents – information published in the Academy Association Annual Report and in other Academy Association documents.
- 3) Students & Curriculum – information about policies that relate to students and the school curriculum.
- 4) Policies and other information related to the trust/academies - information about policies that relate to the academies 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, fax or letter. Contact details are set out below:

PA to the CEO, Fairfax Multi Academy Trust, Fairfax Road, Sutton Coldfield, B75 7JT

Tel: 0121 378 1288

Fax: 0121 378 3176

Email: s.gannon@fmat.co.uk

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

If the information you are looking for is not available via the scheme, 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 do not 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 requires a large amount of photocopying or printing, or will incur an excessive 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. We reserve the right to make a small charge for any bulk photocopying.

## 6. Classes of Information Currently Published

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

Class	Description
Prospectus	<p>The statutory contents of the prospectus are as follows, (other items may be included in the prospectus at the academy's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the academy;</li> <li>• the names of the head of academy and chair of the academy association;</li> <li>• information on the academy's policy on admissions;</li> <li>• a statement of the academy's ethos and values;</li> <li>• 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 students;</li> <li>• information about the academy's policy on providing for students with special educational needs;</li> <li>• number of students on roll and rates of students' 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 academy, locally and nationally;</li> <li>• a summary of GSCE A/AS level results in the school and nationally;</li> <li>• the number of students studying for and percentage achieving other vocational qualifications;</li> <li>• the destinations of academy leavers<sup>1</sup>;</li> <li>• the arrangements for visits to the academy by prospective parents;</li> <li>• the number of places for students of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places.</li> </ul>

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

Associates' Annual Report and other information relating to the academy association – this section sets out information published in the Associates' Annual Report and in other academy association documents.

Class	Description
<b>Associates' Annual Report</b>	<p>The statutory contents of the associates' annual report to parents are as follows, (other items may be included in the annual report at the academy's discretion):</p> <ul style="list-style-type: none"> <li>• details of the academy association 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 academy and amounts paid to associates for expenses</li> <li>• a description of the academy's arrangements for security of students staff and the premises;</li> <li>• information about the implementation of the academy association's policy on students with special educational needs (SEN) and any changes to the policy during the last year;</li> <li>• a description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the academy by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the academy;</li> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of students on roll and rates of students' authorised and unauthorised absence;</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>• GCSE A/AS and vocational qualification results in the academy and nationally;</li> <li>• the number of students studying for and percentage achieving other vocational qualifications;</li> <li>• the destinations of school leavers<sup>1</sup>;</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 Government</b>	<ul style="list-style-type: none"> <li>• The name of the academy;</li> <li>• The category of the academy;</li> <li>• The name of the academy association;</li> <li>• The manner in which the academy association is constituted;</li> <li>• The term of office of each category of associate if less than 4 years;</li> </ul>

	<ul style="list-style-type: none"> <li>• The name of anybody entitled to appoint any category of associate;</li> <li>• Details of any trust;</li> <li>• If the academy has a religious character, a description of the ethos;</li> <li>• The date the instrument takes effect;</li> </ul>
<b>Minutes <sup>2</sup> of meeting of the academy association and its committees</b>	Agreed minutes of meetings of the academy association and its committees [current and last full academic school year].

Students & Curriculum Policies - This section gives access to information about policies that relate to students and the school curriculum.

<b>Class</b>	<b>Description</b>
Home – school agreement	Statement of the academy's aims and values, the academy's responsibilities, the parental responsibilities and the academy's expectations of its students 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 academy
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the academy's policy on providing for students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the academy's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the academy.
Student Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head of academy to prevent bullying.

<sup>2</sup> Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

Policies and other information related to the academy - This section gives access to information about policies that relate to the academy in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the academy	Published report of the last inspection of the academy and the summary of the report and where appropriate inspection reports of religious education in those academies 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 academy is designated as having a religious character
Charging and Remissions Policies	A statement of the academy'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
Academy session times and term dates	Details of academy sessions and dates of academy 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 governing body relating to the performance management of staff and the annual report of the head of academy on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of academy 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 academy or academy association 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 PA of the CEO of the Fairfax Multi-Academy 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. 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 545 700***

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