



# Freedom of Information



## **Publication Scheme on information available under the Freedom of Information Act 2000**

*The Local Governing Body 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 all maintained schools and academies 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 MAT 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 three broad topic areas:

*Local Governors' Documents* - information published in Local 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 school Office Managers by telephone, email, fax or letter. We aim to respond to your request within five working days.

Contact details are set out below. [or you can visit our websites at:

##### **Walsgrave:**

Email: [meast@walsgraveacademy.org](mailto:meast@walsgraveacademy.org)

Website: <http://www.walsgrave.coventry.sch.uk>

Tel: 024 76612161

Contact Address: School House Lane, Walsgrave, Coventry CV2 2BA

##### **Clifford Bridge:**

Email: [jhiscox@cliffordbridgeacademy.org](mailto:jhiscox@cliffordbridgeacademy.org)

Website: <http://www.cliffordbridgeacademy.org>

Tel: 024 76451720

Contact Address: Coombe Park Road, Coventry CV3 2PD

##### **Whittle:**

Email: [ceales@whittleacademy.org](mailto:ceales@whittleacademy.org)

Website: <http://whittleacademy.org>

Tel: 024 76610167

Contact Address: Narberth Way, off Woodway Lane, Coventry CV2 2LH

##### **Hearsall:**

Email: [davisj@hearsall.coventry.sch.uk](mailto:davisj@hearsall.coventry.sch.uk)

Website: <http://hearsall.coventry.sch.uk>

Tel: 024 7667 4625

Contact Address: Kingston Rd, Coventry CV5 6LR

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 you can still contact the appropriate 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 websites 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

**Information relating to the Local Governing Body**– this section sets out information published in the Governing body documents.

Class	Description
<b>Local Governing Body Documents</b>	<ul style="list-style-type: none"> <li>• details of the Local Governing Body membership, including name and address of chair and clerk</li> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• a description of the school's arrangements for security of pupils staff and the premises</li> <li>• information about the implementation of the governing body's policy on pupils 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 pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; 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 assessment results for appropriate Key Stages, with national summary figures</li> </ul>
<b>Instrument of Government</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 Local Governing Body</li> <li>• The manner in which the Local Governing Body is constituted</li> <li>• The term of office of each category of Governor if less than 4 years</li> <li>• The name of any body 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</li> <li>• The date the instrument takes effect</li> </ul>

<b>Minutes <sup>1</sup> of meeting of the Local Governing Body</b>	Agreed minutes of meetings of the Local Governing Body [ <i>current and last full academic school year</i> ]
<b>Safeguarding</b>	<p>In the interest of safeguarding children there may be occasions when the school has to consult other agencies without a parent's prior knowledge. The schools first concern is the child's welfare and the school has a duty to act to protect the child at all times. Such consultation may result in a formal referral which could prompt visits from social services and/or the police.</p> <p>Working alongside the school's existing safeguarding processes we use CPOMS which is a system which enables us to manage child protection, behavioural issues, bullying, special educational needs, domestic issues and much more. It is a system which ensures that students are safe and fully supported and all staff are trained and have an obligation to use CPOMS to report any concerns about the children in their care. Information from CPOMS can also be transferred to secondary schools who also use CPOMS. The transfer of information is done in a secure way and means that the safeguarding of a child is continued when they have left primary school.</p> <p>All procedures laid down by the Coventry Safeguarding Board are followed by the school.</p>

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

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

<b>Class</b>	<b>Description</b>
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 school.
Sex Education Policy	Statement of policy with regard to sex and relationship education.
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plans	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.
Race Equality Policy	Statement of policy for promoting race equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher 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.

<b>Class</b>	<b>Description</b>
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.
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 Local Governing Body relating to the performance management of staff and the annual report of the head teacher 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 of Education and Skills to the Executive Principal/Headteacher or Local Governing Body relating to the curriculum.
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request.

## 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 K Docking, Executive Principal, Walsgrave Church of England Academy, School House Lane, Coventry CV2 2BA.

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

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)

Date of approval: Spring Term 2017

Signature: Headteacher

Signature: Chair Local Governing Board

Renewal Date: Spring Term 2019

A signed copy of this Policy is kept in the Executive Principal's Office.