



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

Introduction

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:

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

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.

The FOIA seeks to promote a culture of openness and accountability amongst public sector bodies, and therefore improve public understanding of how public bodies (which includes the Governing Boards of schools/academies) carry out their duties, why they make the decisions they do, and how they spend public money.

The Directors of Jigsaw Learning Trust support this culture of openness and accountability and is committed to providing freedom of information. This policy sets out the school's response to the FOIA, and the ways in which the requirements of the Act will be enacted by the school on a day to day basis.

Aims and Objectives

The Trust 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

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:

- Trust Board/Local Governor Body Documents - information published in the Trust' Annual Report and in other Trust and Local Governing Body documents Pupils & Curriculum - information about policies that relate to pupils and the academies curriculum.
- Trust/ Local Governing Body Policies and other information related to the academies - information about policies that relate to the academies in general

Requests for Information

If you require a paper version of any of the documents within the scheme, please contact the individual academy by telephone, email, or letter. You can visit our website, for trust information www.jlt.org.uk and for school information www.fulwellinfant.org.uk for contact details or Email:

info@fulwellinfant.org.uk Tel: 0191 5615666

Address: Fulwell Infant School Academy, Ebdon Lane, Fulwell, Sunderland SR6 8ED

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, you can still contact the school to ask if we have it.

Paying for information

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.

Classes of Information currently published

Class 1 - Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

- Who's who in the Academy
- Who's who on the Board of Directors, Local Governing Bodies and the basis of their appointment
- Contact details for the Principal and for the Governing Board (named contacts where possible with telephone number and email address (if used))
- Academy Prospectus (available via website)
- Academy session times and term dates

Class 2 - What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

- Annual budget plan and financial statements
- Information to be published
- Capitalised funding
- Additional funding
- Procurement and projects
- Pay policy
- Trustees' and Members' allowances

Class 3 - What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

- Academy profile:
 - Government supplied performance data
 - The latest Ofsted report - Summary and Full Report
- Performance Management Policy and procedures adopted by the Trustees
- Academy Improvement Plan
- Safeguarding policies and procedures

Class 4 - How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

- Admissions Policy/decisions (not individual admission decisions)
- Agendas of meetings of the Trustees, Local Governing Bodies and (if held) its sub-committees
- Minutes of meetings (as above) - N.B. This will exclude information that is properly regarded as private to the meetings.

Class 5 - Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Academy policies including:

- Charging and remissions policy
- Health and Safety
- Complaints procedure
- Staff conduct policy
- Discipline and grievance policies
- Staffing structure implementation plan
- Equality and diversity (including equal opportunities) policies
- Staff recruitment policies
- Home-school agreement
- Curriculum
- Sex education
- Special educational needs
- Accessibility
- Student discipline
- Information security policies
- Records retention destruction and archive policies
- Data protection (including information sharing policies)

Class 6 - Lists and Registers

Information held in registers by law and other lists and registers relating to the functions of the Academy.

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register
- Any information the school is currently legally required to hold in publicly available registers **(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)**

Class 7 - The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

- Extra-curricular activities
- Out of academy clubs
- Academy publications
- Services for which the school is entitled to recover a fee, together with those fees
- Leaflets books and Newsletters

What we will not Publish

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or it is difficult to access for similar reasons.
- Minutes and papers that are properly declared confidential

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 **[Fulwell Infant School Academy]**.

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

Enquiry/Information Line: 01625 545 700 or 03031231113