



Publication Scheme for Information (Freedom of Information Act 2000)

If you require this document in an alternative format please contact
office@tssmat.staffs.sch.uk or 01543 472245

Last review date	September 2018
Next Review date	September 2019
Review Cycle	3 Years
Statutory Policy	Yes
Publication	Website. SharePoint/Policies

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

The Board of Directors 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, 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 **aims** of our school are that the Directors and staff work together:

- for every child to develop an understanding of excellence, a desire for knowledge, an enquiring mind and an enjoyment of learning
- to develop all children as life-long learners
- to develop all children as responsible, caring members of the community
- to develop all children as motivated individuals who strive for the highest possible achievements
- to develop all children to have high self-esteem, who are respectful of themselves, others and the environment.

Together we are always reviewing and implementing our practices to improve:

- a broad, balanced and well taught curriculum
- the effective teaching of basic skills
- the capacity of our staff to manage and develop children in a challenging context.
- a safe, ordered and secure environment
- the overall performing arts and music provision throughout the school
- partnerships with parents and the wider community
- extended school services
- high expectations, excellent progress and high academic standards • an ethos of mutual respect, care, support, encouragement and inclusion
- a recognition and celebration of everyone's achievements and success.

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 (non-statutory from Sept 2012)

Directors' Documents – information published on the school website and in other Board documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the Trust/school - information about policies that relate to the Trust or 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 by telephone, email, fax or letter. Contact details are set out below.

Email: dpo@tssmat.staffs.sch.uk Tel: **01543 472 245** Contact Address: **The Small Schools Multi Academy Trust, Crawley Lane, Kings Bromley, Burton Upon Trent, Staffordshire, DE13 7JE**

Or you can visit our website at www.tssmat.staffs.sch.uk

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 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 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 DVDs 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 – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<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"> • the name, address and telephone number of the school, and the type of school • the names of the head teacher and chair of Directors • information on the school 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 • National Curriculum assessment results for appropriate Key Stages.

Director's Documents and other information relating to the governing body– this section sets out information published on the school website and in other governing body documents.

Class	Description
Pupil Premium	<ul style="list-style-type: none"> • The allocation of funding to the school, its use and impact on attainment.
Sport Premium	<ul style="list-style-type: none"> • The allocation of funding to the school, and its use
Instrument of Government	<ul style="list-style-type: none"> • 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 Director if less than 4 years • The name of any body entitled to appoint any category of Director • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]</p>

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

Curriculum, School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
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
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 school is 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 policy & 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 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
Policy Statements	Policies are available on the Trust website. If you cannot find the policy you are looking for, please contact the Trust

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 Heather Bowman, Chair of the Board of Directors.

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 E

Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk p