



The Park Federation Academy Trust

**James Elliman Academy
Freedom of Information Policy
2018 - 2019**

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
Date of approval	September 2018
Date of review	September 2019

Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled. Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

Contents

		Page
01	Introduction	4
02	Categories of Information	4
03	How to request information	5
04	Paying for information	5
05	Feedback and complaints	6
Annex A	Aims and objectives	7
Annex B	Categories of Information published	8

The Park Federation Academy Trust Directors are responsible for maintenance of this scheme and have devolved policy approval status to the Chief Executive Officer and Federation Principal, Dr. Martin Young. This policy applies to all Trust academies.

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 public scheme is either available for you on our website to download and print off, or available in paper form.

Some information we hold may not be made public, for example personal information.

2. Categories of Information

This publication scheme conforms to the model scheme for academies approved by the Information Commissioner and includes:-

- Aims and Objectives – See Annex A
- 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. The classes of information that we undertake to make available are organized into four broad topic areas:

Websites;

The Trust Board and Academy Council documents, unless designated as confidential (e.g. personal data protected under the Trust's Data Protection Policy, information linked to Child Protection etc.).

For information, the legal Governing Body of The Park Federation Academy Trust and all its academies is the Trust Board. Each individual academy has its own Academy Council which has defined duties and responsibilities devolved to it by the Trust Board. This does not include the setting and approval of the Freedom of Information Policy as this is a statutory policy for academies and is maintained by the Trust Board;

Pupils and Curriculum – information about policies that relate to pupils and the curriculum;

Trust and academy-specific policies and other information related to the Trust – information about policies that relate to the academies in general or to specific academies.

Further details are given at Annex B

3. How to Request Information

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

www.theparkfederation.co.uk.

Email: tpfoffice@theparkfederation.org

Tel: 0208 465 6235

Contact address: The Park Federation Academy Trust, C/O Lake Farm Park Academy, Botwell Common Lane, Hayes, Middlesex, UB3 1JA

To help us process your request quickly, please clearly mark any correspondence

PUBLICATION SCHEME REQUEST (in CAPITALS please).

If the information you are looking for isn't available via the scheme and isn't on our website, you can still contact the Trust to ask if we have it.

4. Paying For Information

Information published on the 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. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or considerable administration time is required we will let you know before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

5. 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 Chief Executive Officer.

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 organization ensures compliance with the Freedom of Information Act 2000 and deals with the formal complaints.

They can be contacted at:

Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Or enquiry/information line: Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Email: casework@ico.org.uk

Website: www.ico.org.uk

Annex A - Freedom of Information Policy

AIMS AND OBJECTIVES

Trust Aims

- 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,
- This publication scheme is a means of showing how we are pursuing these aims

CATEGORIES OF INFORMATION PUBLISHED

1. Website information for individual federation academies and the federation as a whole which includes:

- Arrangements for the admission of pupils;
- Equality and Accessibility Plan;
- Health and Safety;
- Anti-Bullying
- Performance Data
- A summary of the latest Ofsted report
- Use of Pupil Premium Funding.

2. Information about the Trust and its Governance – information on the federation website which includes:

- The name of the Trust and academies that form the Trust
- Names of the Trust Members and the names the Board Directors/Trustees
- Names of Academy Council Governors
- Annual Accounts (externally audited)
- Categories of Board Directors/Trustees and Academy Council Governors;

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

- *Pupils and Curriculum Policies* – this section gives access to information about policies that relate to pupils and the curriculum.
- *Home-School Agreement* – statement of the Trusts aims and values, each academies responsibilities, the parental responsibilities and the Trusts expectations of its pupils, 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 Trust.
- *Sex Education Policy* – statement of policy with regard to sex and relationship education.
- *Special Education Needs Policy* – information about the Trusts policy on providing for pupils with special education needs.
- *Accessibility Plans* – plan for increasing participation of disabled pupils in the curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
- *Equality Policy.*
- *Child Protection Policy.*

· *Behaviour Policy.*

4. Policies and other information related to the Trust and its academies –

information about policies that relate to the Trust in general. The Trust Website www.theparkfederation.co.uk and the individual academy websites contain other documents held by the Trust and which may be viewed on line or are available on request.