



# **Castle Phoenix Trust**

## **FREEDOM OF INFORMATION ACT 2000 SCHOOL'S PUBLICATION SCHEME POLICY STATEMENT**

**This is Castle Phoenix Trust's Publication Scheme  
regarding 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, trust schools and academies should be clear and proactive about the information they will make public.

To do this the Trust 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 on our website to download and/or** available in paper form.

Website addresses are [www.hillfarmprimary.co.uk](http://www.hillfarmprimary.co.uk) and [www.caludoncastle.co.uk](http://www.caludoncastle.co.uk) and [www.kingsburyschool.co.uk](http://www.kingsburyschool.co.uk)

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 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.

**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:

*Master Funding Agreement for the Trust* – information published on the school website.

*Governors' Documents* – information published in the Governors Annual Report and in other 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 by telephone, email, fax or letter. Contact details are set out below.

##### **Hill Farm Primary School**

**Email:** [headteacher@hillfarm.coventry.sch.co.uk](mailto:headteacher@hillfarm.coventry.sch.co.uk)

**Tel:** 02476 595455

**Contact Address:** Foster Road Radford Coventry CV6 3BL

Caludon Castle School

**Email:** [headspa@caludoncastle.co.uk](mailto:headspa@caludoncastle.co.uk)

**Tel:** 02476 444822

**Contact Address:** Axholme Road Wyken Coventry CV2 5BD

##### **Kingsbury School**

**Email** [admin4111@welearn365.com](mailto:admin4111@welearn365.com)

**Tel:** 01827 872316

**Contact Address:** Tamworth Road Kingsbury B78 2LF

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 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 digital media 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. Responses to Freedom of Information Act Requests**

The Trust will adhere to the deadline in providing information under the Act. It will reply promptly and in any event will respond in the timeframe whichever is the shorter of:

- 20 school days following the date of receipt
- Or 60 working days following the date of receipt.

**6. Classes of Information Currently Published**

**Master Funding Agreement for the Trust**– this section sets out information that the Trust is required to publish online through its website..

Class	Description
<p><b>Master Funding Agreement for the Trust</b></p>	<p>In accordance with the Trust’s funding agreement, the following items will be published:</p> <ul style="list-style-type: none"> <li>• Information in relation to the Trust’s current curriculum provision. Such information shall include details relating to:               <ul style="list-style-type: none"> <li>- The content of the curriculum</li> <li>- The Trust’s approach to the curriculum</li> <li>- Where applicable, the names of any phonics or reading schemes in operation for Key Stage 1 Where applicable, the GCSE options (and other key stage 4 qualifications) offered by the Trust; and</li> <li>- How parents (including prospective parents) can obtain further information in relation to the Trust’s curriculum.</li> </ul> </li>   <li>• Information, each Academy financial year, in relation to:               <ul style="list-style-type: none"> <li>- the amount of Pupil Premium allocation that it will receive during the Academy financial year</li> <li>- on what it intends to spend the Pupil Premium allocation</li> <li>- on what is spent its Pupil Premium in the previous Academy financial year and</li> <li>- the impact in educational attainment, arising from expenditure of the previous Academy financial year’s Pupil Premium.</li> </ul> </li>   <li>• Admissions policy – arrangements and procedures and right of appeal and policy on admissions for pupils with disabilities.</li>   <li>• Steps taken to prevent pupils with disabilities from being treated less favourably than other pupils, facilities provided to assist access to the Trust by pupils with disabilities and the accessibility plan</li>   <li>• If applicable, the school’s most recent Key Stage 2 results as published by the Secretary of State under the following column headings in the School Performance Tables published on the Department for Education’s website:               <ul style="list-style-type: none"> <li>- % achieving Level 4 or above in reading, writing and maths</li> <li>- % making expected progress</li> <li>- % achieving Level 5 or above in reading, writing and maths.</li> </ul> </li>   <li>• If, applicable, the school’s most recent Key Stage 4 results as published by the Secretary of State under the following column headings in the School Performance Tables published on the Department for Education’s website:               <ul style="list-style-type: none"> <li>- % achieving 5 + A* - C GCSEs (or equivalent) including English and</li> </ul> </li> </ul>

Class	Description
	<p>Maths GCSEs;</p> <ul style="list-style-type: none"> <li>- % achieving the English Baccalaureate; and</li> <li>- % of pupils making expected progress.</li> </ul> <ul style="list-style-type: none"> <li>• Information as to where and by what means the most recent Ofsted report and the School Performance Tables can be accessed.</li> </ul>

**Information relating to the governing body -**

Class	Description
<b>Report, Articles and Agreements (Under the Master Funding Agreement)</b>	<ul style="list-style-type: none"> <li>• Annual Accounts, Annual Report, Memorandum and Articles of Association, Funding Agreement and a list of the names of the governors of the Academy Trust.</li> <li>• Current register of interests, including the business and pecuniary interests of trustees and members</li> <li>• Accounting Officer's value for money statement by the end of January following the financial year to which the statement relates</li> </ul>
<b>Minutes of meetings of the governing body and its committees</b>	Agendas and agreed minutes of meetings of the governing body (excluding information/documents excluded from publication owing to confidentiality or exempt from publication by law)

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

Class	Description
Attendance & Punctuality	Statement concerning the criteria, targets and strategies for ensuring high attendance and good punctuality across the school
Sex and Relationships 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.
Careers Education Policy	Statement of the programmes of careers education provided for Key Stage 4.

Class	Description
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.
Anti-Bullying Policy	Policy for ensuring students' safety inside and outside school with regard to any bullying incidents
ICT and E-Safety	Policy to ensure students work safely when using ICT.

**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
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
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.
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 head teacher or governing body relating to the curriculum
Services offered	Out of school clubs and extra-curricular activities Leaflets, booklets and newsletters
Record Retention	How the Trust adheres to the Information and Record Management Society (RMS) retention guidelines
PE and Sport Grant Allocation	Where applicable, the conditions of the PE and Sport Grant allocation require the following information to be published: <ul style="list-style-type: none"> <li>- the amount of grant received</li> <li>- how it has been spent (or will be spent)</li> <li>- what impact the school has seen on pupils' PE and sport participation and attainment as a result, to help to ensure that all pupils develop healthy lifestyles.</li> </ul>

## 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 headteacher***.

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)**

Written by Emma Over  
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