



Freedom of Information Policy and Publication Scheme

COLLABORATION • OPPORTUNITY • RESPECT • EXCELLENCE

Contents

1. Introduction: What a Publication Scheme is and why it has been Developed.....
2. Aims and Objectives.....
3. Categories of Information Published.....
4. How to Request Information.....
5. Paying for Information.....
6. Classes of Information Currently Published.....
7. Feedback and Complaints.....

**This is CORE Education Trust Publication Scheme
on information available under the Freedom of Information Act 2000**

COLLABORATION • OPPORTUNITY • RESPECT • EXCELLENCE

The Board of Directors and/or Local Governing Body is responsible for maintenance of this scheme, in line with the Trust's Scheme of Delegation.

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.*
- *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 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 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:

- *School Prospectus.*
- *Governors' Documents.*

COLLABORATION • OPPORTUNITY • RESPECT • EXCELLENCE

- *Pupils & Curriculum.*
- *Trust Policies and other information related to the trust.*

4. How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the relevant school by telephone, email, or letter. Contact details of each school in the Trust can be found on www.core-education.co.uk and/or the relevant school's website. Contact details for the Trust are set out below.

Email: enquiry@core-education.co.uk
 Tel: 0121 566 6505
 Contact Address: Head of Trust Administration, CORE Education Trust,
 55 St Paul's Square, Birmingham B3 1QS

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/Trust to ask if we have it.

5. Paying for Information

Information published on our websites 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

Governance Documents

Class	Description
Minutes of meetings of the Board of Directors and the Local Governing Body	Agreed minutes of meetings of the Board of Directors and the Local Governing Body of each school.

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

Class	Description
-------	-------------

COLLABORATION · OPPORTUNITY · RESPECT · EXCELLENCE

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 & 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.
Equal Opportunities Policy	Includes a statement of policy for promoting equality, including race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare and protection of children within the Trust.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Home – school agreement (where schools choose to adopt one)	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements

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

COLLABORATION • OPPORTUNITY • RESPECT • EXCELLENCE

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 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 head teacher or governing body relating to the curriculum

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 Head of Trust Administration, CORE Education Trust, 55 St Paul's Square, Birmingham B3 1QS enquiry@core-education.co.uk

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

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

Website: www.informationcommissioner.gov.uk

COLLABORATION • OPPORTUNITY • RESPECT • EXCELLENCE

CORE Freedom of Information Policy

Publication Date	Autumn 2017	Owner	Chief Operating Officer
-------------------------	-------------	--------------	-------------------------



NANSEN
PRIMARY SCHOOL



ARENA
ACADEMY



CENTRAL
ACADEMY



CORE
EDUCATION TRUST



CITY
ACADEMY



JEWELLERY
QUARTER
ACADEMY



ROCKWOOD
ACADEMY

COLLABORATION • OPPORTUNITY • RESPECT • EXCELLENCE