



# Blackpool Multi Academy Trust Freedom of Information Policy

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Adopted by Board: 19<sup>th</sup> October 2016  
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Person responsible for policy: A. Millard

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### **1. Introduction:**

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they 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.
- 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 this publication scheme is available in paper form. Some information which is held may not be made public, eg Personal Data. This publication scheme conforms to the model scheme for schools and academies approved by the Information Commissioner.

## **2. Aims and Objectives:**

The Trust aims to:

- Attain the highest level possible in all areas of school, academic, creative, social, emotional and physical development.
- Encourage each child to develop lively and enquiring minds.
- Provide individuals with the skills to respond to a changing world with confidence and humility.
- Encourage each child to be reflective, open minded and principled, so that they can make a positive contribution to their community and the wider world.
- Encourage each child to become responsible for their own actions and decisions whilst developing moral and ethical values.

The main objectives of the Academy during the year ended 31 August 2014 are summarised below:

- to ensure that every child enjoys the same high quality education in terms of teaching, learning and care;
- to raise the standard of educational achievement of all pupils;
- to provide value for money for the funds expended;
- to comply with all appropriate statutory and curriculum requirements;
- to maintain close partnerships with the local community; and
- to conduct the Academy's business in accordance with the highest standards of integrity, probity and openness.

and this publication scheme is a means of showing how the Trust is pursuing those aims and objectives.

## **3. Categories of Information Published:**

The publication scheme guides you to information which the Trust currently publishes or which the Trust will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this policy. The classes of information that the Trust undertakes to make available are organized into four broad topic areas:

- *Academy Prospectus* – Information published in the academy prospectus.
- *Directors' Annual Report and Other Information Relating to the Governing Body/Board of Directors* – information published in the Trust profile and other Governing Body documentation.
- *Pupils and Curriculum* – information about policies that relate to students and the

curriculum.

- *Academy Policies and other information related to the Trust* – information regarding policies that relate to the Trust in general.

#### **4. How to Request Information:**

If you require a paper version of any of the documents within the policy, please contact the appropriate Academy. Contact details are set out below:

Anchorsholme Academy:

email: [admin@anchorsholme.blackpool.sch.uk](mailto:admin@anchorsholme.blackpool.sch.uk)

Tel: 01253

Address: Data Protection Controller, Anchorsholme Academy, Eastpines Drive, Thornton-Cleveleys, Lancs.

Devonshire Primary Academy:

email: [admin@devonshire.blackpool.sch.uk](mailto:admin@devonshire.blackpool.sch.uk)

Tel: 01253

Address: Data Protection Controller, Devonshire Primary Academy, Devonshire Road, Blackpool, Lancs

Park Community Academy:

email: [admin@park.blackpool.sch.uk](mailto:admin@park.blackpool.sch.uk)

Tel: 01253 764130

Address: Data Protection Controller, Park Community Academy, 158 Whitegate Drive, Blackpool, Lancs, FY3 9HF.

To help us process your request quickly, please clearly mark any correspondence 'Publication Scheme Request'. If the information you're looking for isn't available via this policy, please contact the relevant academy to ask if it is available.

#### **5. Paying for Information:**

The Trust will not usually charge for any information requested. However, if a request means that there is a lot of photocopying or printing, or is a large postage fee, or is for a priced item such as some printed publications or videos there may be a charge to cover such costs. The Trust reserves the right to charge up to £25 should it be deemed necessary.

#### **6. Classes of Information Currently Published**

##### ***Academy Prospectus:***

The statutory contents of each Academy prospectus are as follows (other items may be included in the Prospectus at the Academy's discretion)

- the name, address and telephone number of the Academy
- The names of the Headteacher and the Chair of Governors
- Information on the academy's policy on admissions
- A statement of the academy'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 students.

- Information about the Academy's policy on providing for pupils with Special Educational Needs.
- The number of pupils on roll and rates of pupils' absences.
- National curriculum assessments results for appropriate Key Stages, with national summary figures.
- The arrangements for visits to the Academy by prospective parents.

***Directors' Annual Report and other information relating to the Governing Body:***

The statutory contents of the Directors' Annual Report are as follows (other items may be included in the Annual Report at the Trust's discretion);

- Details of the Board of Directors membership, including the name and address of the Chair and the Clerk.
- Details of the Local Governing Bodies membership, including the name and address of the Chairs and the Clerks.
- A statement on progress in implementing the action plan drawn up following an inspection.
- A financial statement, including gifts made to the Academies and amounts paid to Governors/Directors for expenses.
- A description of each Academies arrangements for security of pupils, staff and premises.
- Information regarding the implementation of each Academies policy on pupils with special educational needs (SEN) and any changes to the policy.
- A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to each Academy by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to each Academy.
- A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning.
- Numbers of pupils on roll and absence figures for each Academy.
- National curriculum assessment results for appropriate Key Stages, with national summary figures.

***Minutes of the meetings of the Board of Directors/Local Governing Bodies:***

All agreed Minutes of meetings of the Board of Directors/Local Governing Bodies and their Committees. Some information is deemed confidential or is otherwise exempt from the publication by law and cannot be therefore published.

***Pupils & Curriculum Policies:***

- Home/Academy Agreement

A statement of the Academy's aims and values, the Academy's responsibilities, the parental responsibilities and the Academy's expectations of its pupils.

- Curriculum Policy

A statement on following the policy for curriculum subjects including religious education and schemes of work and syllabuses currently used by each Academy.

- Sex Education Policy

A statement of policy with regard to sex and relationship education.

- Special Education Needs Policy

Information about each Academy's policy on providing for pupils with special

education needs.

- Accessibility Plans

Plan for increasing participation of disabled pupils in each Academy's curriculum, improving the accessibility of the physical environment and improving the delivery of information to disabled pupils.

- Race Equality Policy

Statement of policy for promoting race equality.

- Collective Worship

State of arrangements for the required daily act of collective worship in each Academy.

- Child Protection Policy

Statement of policy for safeguarding and promoting welfare of pupils at each Academy.

- Pupil Behaviour Policy

Statement of general principles on behavior and discipline and of measure taken by each Academy to prevent bullying.

***Academy Policies and other information related to each Academy:***

- Published reports of Ofsted referring expressly to each Academy including the published report of the last inspection.

- Post Ofsted Action Plan

A plan setting out the actions required following the last Ofsted Inspection.

- Ofsted Inspection Self Evaluation Form

A statement of the Governing Body's evaluation of the Academy's performance.

- Charging and Remissions Policy

A statement of each Academy's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, eg academy publications, music tuition, trips.

- Academy session times and term dates

Details of each Academy's session times and dates of holidays and Inset dates.

- Health and Safety Policy

Statement of general policy with respect to health and safety at work of employees (and others) and the organization 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 Board of Directors relating to the performance management of staff and the effectiveness of the appraisal procedures of each Academy.

- Staff Conduct, Discipline and Grievance

Procedures for regulating conduct and discipline of academy staff and procedures by which staff may seek redress for grievance.

- Pay Policy

Statement of the Trust policy regarding teachers' pay including procedures for determining teachers' grievance in relation to their pay.

- Staffing Structure

The Trust's plan for the implementation of any changes to each Academy's staffing structure following statutory review.

- Curriculum circulars and Statutory Instruments

Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the Headteachers or Local Governing Bodies relating to the curriculum.

- Admissions Policy

Statement of each Academy's policy on admissions.

**7. Feedback and Complaints:**

Blackpool Multi Academy Trust welcomes any comments or suggestions regarding this scheme. Any comments/feedback or complaints should be addressed to:

Data Protection Controller  
Blackpool Multi Academy Trust  
158 Whitegate Drive  
Blackpool  
Lancs  
FY3 9HF

If a formal complaint is required then this should be addressed to the Information Commissioner's Office. This is the organization that ensures compliance with the Freedom of Information Act 2000 and deals with formal complaints.

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 01625 545 700

email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)