



**A BRIGHT
FUTURE
WITH
PLYMOUTH
UNIVERSITY**

Freedom of Information Publication Policy

MAYFLOWER COMMUNITY ACADEMY PLYMOUTH POLICIES



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Mayflower Community Academy

VERSION CONTROL SHEET

POLICY NAME: Freedom of Information Publication Policy

Policy Prepared by: Nigel Gooding

Document date	Filename	Meeting submitted	Summary of changes required
July 2013		July PSG	New policy
January 2016			Policy Review



This is Mayflower Community Academy's Publication Scheme on information available under the Freedom of Information Act 2000

The Academy Trust Board 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 school 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:

Academy Prospectus – information published in the academy prospectus.

Governors' Documents – information published in the Academy Profile and in other governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the academy



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curriculum.

Academy Policies and other information related to the academy- information about policies that relate to the academy in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Academy by telephone, email, fax or letter. Contact details are set out below:

Website:

Email: school.office@mayfloweracademy.org

Telephone: 01752 365730

Fax: 01752 365728

Contact Address: Mayflower Community Academy, 41 Ham Drive, Plymouth, Devon, PL2 2NJ

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 academy 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 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 (or we will publish in the future)

Academy Prospectus – **this section sets out information published in the academy prospectus.**

Class	Description
Academy Prospectus	<p>The statutory contents of the academy 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 academy, and the type of academy • the names of the head teacher and chair of governors • information on the academy 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 pupils • information about the academy's policy on providing for pupils with special educational needs • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the academy by prospective parents

Academy Profile and other information relating to the Academy Council – **this section sets out information published in the Academy Profile and in other Academy Council documents.**

Class	Description
Academy Profile	<p>The statutory contents of the academy profile are as follows:</p> <ul style="list-style-type: none"> • Name of Chair of Governors • Age range of pupils • Number of pupils • What have been our successes this year? • What are we trying to improve? • How much progress do pupils make between 7 and 11? • How well do pupils achieve at 11? • How have our results changed over time? • How are we making sure we are meeting the learning needs of individual pupils? • How do we make sure our pupils are healthy, safe and well supported?



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	<ul style="list-style-type: none"> · How do our absence rates compare with other schools? · How are we working with parents and the community? · What have pupils told us about the school and what have we done as a result? · What activities are available to pupils? · What do our pupils do after leaving this academy? · Ofsted's view of our academy <ul style="list-style-type: none"> • · What have we done in response to Ofsted
Instrument of Government	<ul style="list-style-type: none"> ○ The name of the academy ○ The category of the academy ○ The name of the governing body ○ The manner in which the governing body is constituted ○ The term of office of each category of governor if less than 4 years ○ The name of any body entitled to appoint any category of governor ○ Details of any trust ○ If the academy 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	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>

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

Class	Description
Home – academy agreement	Statement of the academy's aims and values, the academy's responsibilities, the parental responsibilities and the academy's 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 academy
Sex and Relationships 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

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



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Accessibility Plans	Plan for increasing participation of disabled pupils in the academy's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Promotion of Race and Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the academy.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

Academy Policies and other information related to the academy - **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 academy	Published report of the last inspection of the academy 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 academy's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example academy publications, music tuition, trips
Academy session times and term dates	Details of academy sessions and dates of academy 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 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



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Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of academy 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 Teacher. 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: 0303 123 1113

Website : www.ico.org.uk

Policy reviewed and adopted by the Academy Council - July 2013
Date of next review- January 2017

