



*"Excellent Learning, Teaching and Leadership for All"*

# Freedom of Information Policy

## **Windsor Learning Partnership**

### **Freedom of Information Act**

#### **Publication Scheme for Windsor Learning Partnership Multi-Academy Trust**

### **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 the websites of the Trust's schools, to download and print off or available in paper form on request. 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 and its schools aim 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,

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:

- Prospectus Information  
*published in the School's prospectus.*
- Directors' Documents Information  
published in the Business Plan and in other Directors' documents.
- Students & Curriculum Information  
about policies that relate to students and the curriculum.
- Policies and other information related to the Trust/School  
*about policies that relate to the Trust/School in general.*

#### 4. How to request information

The vast majority of the documentation listed below is available on the schools' websites. If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter.

Contact details are set out below.

<b>Name of school</b>	<b>Email address</b>	<b>Telephone number</b>	<b>Contact address</b>
<b>Dedworth Green First School</b>	dedworthgreen@rbwm.org.uk	01753 861668	Headteacher, Dedworth Green First School, Smiths Lane, Windsor, SL4 5PE
<b>Dedworth Middle School</b>	office@dedworthmiddle.co.uk	01753 860561	Headteacher, Dedworth Middle School, Smiths Lane, Windsor, SL4 5PE
<b>The Windsor Boys' School</b>	<a href="mailto:mail@twbs.co.uk">mail@twbs.co.uk</a>	01753 716060	Headteacher, The Windsor Boys' School, 1 Maidenhead Road, Windsor, Berkshire, SL4 5EH
<b>Windsor Girls' School</b>	office@windsorgirls.net	01753 795155	Headteacher, Windsor Girls' School, Imperial Road, Windsor, SL4 3RT

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 school to ask if we have it.

## **5. Paying for information**

Information published on our any of 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 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.

Please note any information available on the Trust’s or schools’ websites that are requested in hard copy will be charged for.

## 6. Classes of Information Currently Published

Prospectus – this section sets out information published in the school prospectus.

Class	Description
<b>Prospectus</b>	<p>The contents of the prospectus are determined at the School's discretion but may include the following:</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher and chair of the board</li> <li>• information on the Admissions Policy</li> <li>• a statement of the School's ethos and values</li> <li>• 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</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• GCSE/GNVQ results in the school, locally and nationally</li> <li>• a summary of GCE A/AS level results in the school and nationally</li> <li>• the number of pupils studying for and percentage achieving other vocational qualifications</li> <li>• the destinations of school leavers</li> <li>• the arrangements for visits to the school by prospective parents</li> <li>• The number of places for pupils of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places</li> </ul>

## Information relating to the Directors and the Trust's Business

<b>Class</b>	<b>Description</b>
<b>Articles of Association</b>	<ul style="list-style-type: none"> <li>• The objects of the Trust</li> <li>• Matters relating to members, directors and clerk to the board</li> <li>• Arrangements and procedures for general meetings and meetings of the directors</li> <li>• Matters relating to accounts, annual report and annual returns</li> </ul>
<b>Minutes of meeting of the Board and its committees</b>	Agreed minutes of meetings of the Trust Board and its committees
<b>Directors</b>	Information about and the names of directors is available on the schools' websites The Trust has also published a statement on the claiming of allowances by its Directors
<b>Business Plan</b>	The Trust's Strategic Plan contains its key objectives and information relating to its functioning.
<b>Accessibility Plans</b>	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.
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
<b>Equality Policy</b>	Statement of policy for promoting equality and agreed objectives from each school
<b>Premises Management Policy</b>	Statement of procedures relating to how we ensure our sites are safe, welcoming and meet statutory requirements
<b>Pupil Discipline</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
<b>Safeguarding Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school.
<b>Sex Education &amp; Relationships Policy</b>	Statement of policy with regard to sex and relationship education
<b>Special Education Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs

## Policies and other information related to the School

This section gives access to information about policies that relate to the Trust and schools in general. Trust wide policies may be accessed at [www.windsorgirls.net](http://www.windsorgirls.net)

<b>Class</b>	<b>Description</b>
<b>Charging and Remissions Policies</b>	Statement of the Trust's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example publications, music tuition, trips
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints
<b>Critical Incident Policy</b>	Statement of procedures for dealing with a critical incident.
<b>Dealing with Allegations of Abuse against Staff and Safer Recruitment</b>	Statement of procedures of how the Trust will respond to an allegation of abuse against one of its members of staff and arrangements for the safe recruiting of employees and volunteers.
<b>Financial Regulations</b>	A copy of the Trust's Financial Regulations which also apply to all its schools
<b>Flexible Working Policy</b>	Statement of entitlement to and procedures for applying for flexible working arrangements for those staff employed by the Trust.
<b>LGPS Policy</b>	The Trust's statement on its determinations relating to discretionary elements of the Local Government Pension Scheme
<b>Management of Staffing Establishment</b>	Statement of procedures to be enacted in the situation that one or more redundancies are required within the Trust.
<b>Pay Policy (Teachers)</b>	The Trust's policy on pay of staff employed as teachers.
<b>Staff Personal &amp; Special Leave Policy</b>	The Trust's statement on personal and special leave allowances including types of leave permitted, time allowances and procedures for applying.
<b>Staff Appraisal, Capability, Discipline, Grievance &amp; Sickness Absence</b>	Statement of procedure for regulating conduct and discipline of school staff, procedures for managing staff sickness absence and procedures by which staff may seek redress for grievance
<b>Whistleblowing Policy</b>	Procedures for whistleblowing and how concerns will be addressed by the Trust.
<b>Published reports of Ofsted</b>	Published report of the last inspection of the School and the summary of the report.
<b>Session times and term dates</b>	Details of session and dates of terms and holidays
<b>Health and Safety Policy and risk assessment</b>	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

## 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 of the relevant school.

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)

Signed: \_\_\_\_\_ Date: 06 October 2016

Chair of the Board of Trustees

<b><i>Policy Approved by Trustees</i></b>	06 October 2016
<b><i>Reviewed on</i></b>	
<b><i>New Review Date</i></b>	October 2017