

Trinity School

Freedom of Information Policy



DOCUMENT REVIEW

COMMITTEE RESPONSIBLE: SCHOOL

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Table of Contents

| | |
|--|---|
| INTRODUCTION | 3 |
| THE TRINITY WAY | 3 |
| PROCEDURES AND PRACTICE | 4 |
| OTHER DOCUMENTS AND APPENDICES: | 4 |
| APPENDIX A: INFORMATION AVAILABLE FROM TRINITY SCHOOL UNDER THE MODEL PUBLICATION SCHEME | 5 |
| APPENDIX B: FEEDBACK AND COMPLAINTS | 8 |



Freedom of Information Policy

Introduction

Purpose:

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 academies, free schools and all maintained schools, should be clear and proactive about the information they will make public.

To do this the school must have 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.

The Trinity Way

We believe that every young person is made in God's image, and is infinitely valuable to Him. Each is born with unique skills, aptitudes and talents, which we will nurture so that they can flourish and live life to the full.

Academic attainment is one key aspect of this. We will encourage every child to reach as high as possible: we have demanding expectations and will be unstinting in helping our students to meet them. However, the pursuit of academic excellence alone is not enough; we believe in 'life-wide' learning, allowing for the whole child to be developed and cared for academically, spiritually, socially, creatively and physically.

The Trinity Way forms the acronym T.E.L.L.S as it tells everybody about who we are and how we behave.

Truth, which includes integrity, honesty and openness

Excellence in everything that we do, including academic, creative and sporting achievement

Love the basis of all that we do, exemplified in profound relationships, a love that nurtures every individual; a demanding, sacrificial love that expects the best of, and from, all members of the community

Leadership we expect all members of the community to take personal responsibility and to lead their own learning

Service serving each other and our wider community

This publication scheme is a means of showing how we are pursuing The Trinity Way.

Sources and references:

Publication Scheme for Academies, DFE

(<http://media.education.gov.uk/assets/files/doc/f/foia%20%20example%20publication%20scheme%20for%20academies.doc>)



Procedures and practice

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’.

- Who we are and what we do
- What we spend and how we spend it.
- What our priorities are and how we are doing
- How we make Decisions
- Our Policies and Procedures
- Lists and Registers
- The services we Offer

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, or letter. To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please)

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 class 6 below. 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. **In accordance with guidance costs will be limited to the actual cost of providing the information**

Concluding notes

Monitoring and review:

The Governing Board will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Other documents and appendices:

Appendix A: Information available from Trinity School under the model Publication Scheme

Appendix B: Feedback and Complaints



Appendix A: Information available from Trinity School under the model Publication Scheme

This is the information that, we do, or intend, to publish. (Some information may only be available by inspection.)

| Information to be published | How obtained |
|---|--------------|
| Class 1 - Who we are and what we do | |
| Who's who in the school | Website |
| Who's who on the Governing Board and the basis of their appointment | Website |
| Articles of Association | Website |
| Contact details for the Head teacher and for the Governing Board (named contacts where possible with telephone number and email address (if used)) | Website |
| School prospectus | Website |
| Annual Report | Website |
| Staffing structure | Hardcopy |
| School session times and term dates | Website |
| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum | |
| Annual budget plan and financial statements | Hardcopy |
| Capitalised funding | Hardcopy |
| Additional funding | Hardcopy |
| Procurement and projects | Hardcopy |
| Pay policy | Hardcopy |
| Staffing and grading structure | Hardcopy |
| Governors' allowances | Hardcopy |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum | |
| School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report | Website |



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| Performance management policy and procedures adopted by the Governing Board. | Hardcopy |
| School's future plans | Hardcopy |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum | |
| Admissions policy/decisions (not individual admission decisions) | Website |
| Agendas of meetings of the Governing Board and (if held) its sub-committees | Hardcopy |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings. | Hardcopy |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | |
| School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Behaviour and Relationships Policy • Freedom of Information Policy | Website |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home School Agreement • Special educational needs reports • Collective worship | Website |
| Records management and personal data policies, including: <ul style="list-style-type: none"> • Data Protection and GDPR | Website |
| Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. | Website |



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| Class 6 – Lists and Registers Currently maintained lists and registers only | |
| Curriculum circulars and statutory instruments | Hardcopy |
| Disclosure logs | Hardcopy |
| Asset register | Hardcopy |
| Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | Hardcopy |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | |
| Extra-curricular activities | Website |
| Out of school clubs | Website |
| School publications | Hardcopy |
| Services for which the school is entitled to recover a fee, together with those fees | Website |
| Leaflets books and newsletters | Hardcopy |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | |



Appendix B: 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 done using the school's usual complaints procedures, addressed to the Headteacher at the school address. 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.

Website : www.informationcommissioner.gov.uk