

	Freedom of Information Policy	Author:	Business Manager
		Approved by:	Local Governing Body
		Date:	21 June 2017
		Review date:	June 2019

THE PUBLICATION SCHEME OF INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

The Governing Body is responsible for the maintenance of this scheme and publication.

INTRODUCTION

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, should be clear and proactive about the information they will make public. To do this, the Governing Body must produce a publication scheme, setting out:

- The classes of information published or intended 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 the publication scheme is available in paper form, although some information i.e. personal information may not be made public.

This publication scheme conforms to the model scheme for academies approved by the Information Commissioner.

AIMS AND OBJECTIVES

The Governing Body aims to:

- Enable every student to fulfil their learning potential, with education that meets the needs of each student.
- Help every student develop the skills, knowledge and personal qualities needed for life and work.
- Demonstrate how the publication scheme is pursuing these aims.

CATEGORIES OF INFORMATION PUBLISHED

The publication scheme guides you to information which the Governing Body currently publish (or have recently published) or which will be published 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 the Governing Body make available are organised into four broad topic areas:

- *Academy Website* – information published on the Academy website.
- *Students & Curriculum* – information about policies that relate to students and the Academy curriculum.
- *Academy Policies and other information related to the Academy* - information about policies that relate to the Academy in general.

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.

Email: enquiries@pingle.derbyshire.sch.uk

Tel: 01283 216837

Fax: 01283 552931

Contact Address: The Pingle Academy, Coronation Street, Swadlincote, DE11 0QA

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you are looking for is not available via the scheme you can still contact the Academy to ask if we have it.

PAYING FOR INFORMATION

Information published on the website is free, although costs may be incurred from an Internet service provider. Internet access can be obtained 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 a request means that the Academy has 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, the Governing Body 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.

CLASSES OF INFORMATION CURRENTLY PUBLISHED

ACADEMY WEBSITE: This section sets out specific information published on the Academy website.

Class	Description
General and Statutory Information	<p>The Academy website will include general information about the Academy that will be of interest to parents/carers, members of the local community, and casual users.</p> <ul style="list-style-type: none"> ➤ The information contained in the Academy prospectus ➤ The name, address, and contact details of the Academy ➤ The category of the Academy ➤ The name of the Headteacher and Chair of Governors ➤ A statement of the Academy's ethos and values ➤ Admission arrangements ➤ Links to OFSTED reports ➤ A description of the Academy's Pupil Premium grant, its use and impact ➤ Links to Academy policies on behaviour, Special Educational Needs, and Charging and Remissions ➤ Information on the curriculum for each subject and any phonics or reading ➤ Statutory information required by law

STUDENTS AND CURRICULUM: This section gives access to information about policies that relate to students and the Academy curriculum.

Class	Description
Academy Agreement	Statement of the Academy's aims and values, the Academy's responsibilities, the parent/carer responsibilities and the Academy's expectations of its students, for example homework arrangements.
Curriculum	Statement on following the policy for the secular curriculum subjects and Religious Education and schemes of work and syllabuses currently used by the Academy.
Relationships and Sex Education	Statement of policy with regard to sex and relationship education.
Special Education Needs Policy	Information about the Academy's policy on providing for students with special educational needs.
Accessibility Plans	Plan for increasing participation of disabled students in the Academy's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Race Equality	Statement of policy for promoting race equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection	Statement of policy for safeguarding and promoting welfare of students at the Academy.
Behaviour for Learning	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

ACADEMY POLICIES AND OTHER INFORMATION RELATED TO THE ACADEMY: This section gives access to information about policies that relate to the Academy in general.

Class	Description
Published reports of OFSTED	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 Academics 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 Academy 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 and trips.
Academy session times and term dates	Details of Academy session 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 appraisal of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.
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 Headteacher or Governing Body relating to the curriculum

FEEDBACK AND COMPLAINTS

The Governing Body welcome any comments or suggestions you may have about the scheme. If anyone wishes to make any comments about the publication scheme, further assistance is required or a complaint is to be made, they should submit this in writing to the Headteacher, The Pingle Academy, Coronation Street, Swadlincote. DE11 0QA.

If you are not satisfied with the assistance that you get or if the Academy has been unable 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