



**The KASSIA Academy**  
and Support Services (TKAS)  
Part of **KINGS ACADEMY TRUST**

# **FREEDOM OF INFORMATION ACT**

## **The KASSIA Academy and Support Services (TKAS)**

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## **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.

## **The Trusts Aims:**

Kings AcademyTrust believes that by careful planning, pupils can have an outstanding education and preparation for life.

We will achieve this through:

- Imaginative approaches to meeting individual needs;
- Encouraging pupils to be successful in all that they do;
- Relationships based on trust and respect;
- Celebration of the individual and achievements;
- Enabling each pupil to become a caring, useful and responsible member of the community;
- Responding to the changing needs of the pupils and parents;
- Creating a positive and stimulating learning environment;
- Committed to raising aspirations and expectations for all.

## **CORE VALUES.**

- To provide an inclusive approach to learning whilst encouraging participation in mainstream society through appropriate education, work placements and social interactions;
- To provide a holistic, safe, learning environment where pupils can accept challenges, risk take and make realistic life choices;
- To encourage a "NO PUT DOWN" zone for all;
- A strong team commitment to enable everyone to reach his or her full potential;
- To promote a willingness to embrace new ideas and changes;
- A total commitment to pupil welfare and attainment;
- To develop shared values within the curriculum and community life.

This publication scheme is a means of showing how we are pursuing these aims.

## **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 prospectus.

**Pupils & Curriculum** – information about policies that relate to the curriculum.

### **How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school.

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 it is available.

### **Paying for information**

Information published on the school’s website is free, although you may incur costs from your internet service provider. If you don’t have Internet access, you can access websites 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/CDs 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**

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

<b>Class</b>	<b>Description</b>
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<b>S c h o o l Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</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 name of the head teacher</li> <li>• information on admissions</li> <li>• a statement of core 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/ Entry Level results in the school, locally and nationally</li> <li>• the number of pupils studying for and percentage achieving other vocational qualifications</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>
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**The Profile and other information relating to the governing body.** This section sets out information published in the Trustees' Annual Report and in other governing body documents.

Class	Description
<b>The Profile</b>	<p>The contents of this online report to parents are as follows,</p> <ul style="list-style-type: none"> <li>• What have been our successes this year?</li> <li>• What are we trying to improve?</li> <li>• How much progress do pupils make?</li> <li>• How have our results changed over time?</li> <li>• How are we sure that every child gets teaching to meet their individual needs?</li> <li>• What have pupils told us about schools within the Trust, and what have we done as a result?</li> <li>• How do we make sure our pupils are safe and well supported?</li> <li>• How do our absence rates compare with other schools?</li> <li>• What activities and options are available to pupils?</li> <li>• How are we working with parents and the community?</li> <li>• What do pupils do after leaving?</li> <li>• Ofsted's view</li> <li>• What has been done in response to Ofsted?</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the academy</li> <li>• The category of the academy</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each Trustee if less than 4 years</li> <li>• The name of anybody entitled to appoint any category of Trustee</li> <li>• Details of any trust</li> <li>• If there is a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>

<b>Minutes of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>
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**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the curriculum.

<b>Class</b>	<b>Description</b>
Home–School agreement	Statement of schools aims and values, responsibilities, the parental responsibilities and expectations of 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.
Sex Education Policy	Statement of policy with regard to sex and relationship education
Inclusion Policy	Information about the policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Head teacher to prevent bullying.

**Policies and other information related to Kings Academy Schools Trust-** This section gives access to information about policies in general.

<b>Class</b>	<b>Description</b>
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Published reports of Ofsted referring expressly to the school	Published report of the last inspection 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 school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
session times and term dates	Details of the schools session times and dates of school 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.
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of 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 DCSF to the head teacher or governing body relating to the curriculum.
Annex A - Other documents	Annex A provides a list of other documents that are available on request.

## 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 or Executive Principal.

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)

**Annex A – Further documents**

There are many documents and policies which can be made available on request.

The Trustees agreement to Policy

Signed (Chair of Trust Board) ..... Date .....

Policies are reviewed every 4 years or as necessary depending on new legislation.