



Freedom of Information Publication Scheme Policy

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1.0 Rationale

This is the Trust's Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for Schools approved by the Information Commissioner.

The Trust Board is responsible for maintenance of this scheme.

2.0 Introduction

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 state maintained schools, should be clear and proactive about the format in which the information will be made available.

To do this we have produced a publication scheme, setting out:

- *the classes of information which we publish or intend to publish;*
- *the format in which the information will be made available and*
- *whether the information is available free of charge or on payment.*

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the Trust/school.

Some information, which we hold, may not be made public, for example personal information.

3.0 Aims

It is our aim at Melrose Learning Trust to create a happy, caring and inclusive learning environments where all members of the schools' communities have the opportunity to develop in confidence to their full potential within a setting in which they feel valued and in which relevant and appropriate information is available while privacy and confidentiality are protected and safeguarding is promoted at the highest level.

We will do this by:

- fostering respect for one another, the school environments and the local communities
- having high expectations of both behaviour and achievement in all areas
- striving to ensure equal opportunity for everyone, regardless of gender, ethnic and cultural backgrounds, beliefs and intellectual and physical ability

- using a variety of teaching methods to deliver our curriculum
- allowing learners to engage in a range of practical and meaningful tasks that address different learning styles
- encouraging appropriate 'risk' taking by pupils, promoting independent learning and thereby accepting some responsibility for their own progress
- striving to develop positive home/school links and actively involving parents and carers in the life and work of the schools
- liaising with other local schools and the community as a whole
- taking all opportunities to develop positively

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

4.0 Categories of Information Published

The publication scheme provides guidance as to the information which we currently publish (or have recently published) or which we will publish in the future. The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectuses – information published in each school's prospectus, since although a printed Prospectus is no longer compulsory we will host equivalent information on the school website and may assemble hard copies.

LGB Documents – information published in local governing body documents.

Pupils & Curriculum – data and policies that relate to pupils and the schools' curricula including references to pupil records and incident logs.

School Policies – statutory and other policies agreed and ratified by the Trust and LGB.

5.0 How to request information

If a person requires a paper version of any of the documents within the scheme, they can contact the school by telephone, email, fax or letter.

To help us process a request quickly, any correspondence should be marked:

"FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST" (in CAPITALS)

If the information sought isn't available via the scheme and it isn't on the school website then further enquiries should be directed to the school.

6.0 Paying for information

Single copies of information covered by this publication are usually provided free but schools are allowed to ask for reasonable costs, for example in terms of producing a copy of lengthy documents. If a request means that we have to do a considerable amount of photocopying or printing (20 or more printed pages including 20 or more copies or in combination), or pay a large postage charge, or is for a priced item such as some printed publications or videos then the cost will be communicated to enquirers before fulfilling a request.

7.0 National Website

Further information is available at the link below.

www.informationcommissioner.gov.uk

8.0 Review

This policy will be reviewed annually by the Trust.

9.0 Approval by the Trust Board

This policy has been formally approved and adopted by the Board.

Signed:

(Chair of Trust Board)