



# Westwoodside Church of England Academy Trust

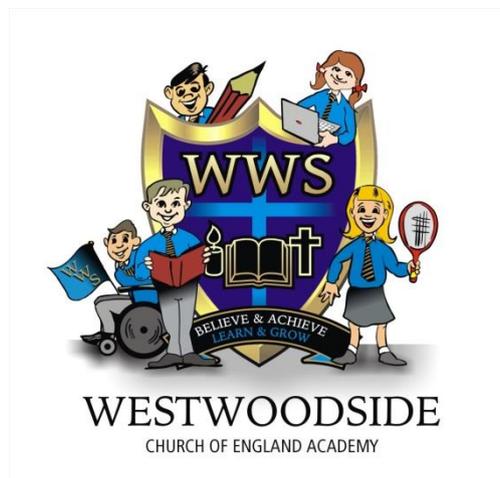
# FREEDOM OF INFORMATION SCHEME

**Approved by:**

**Governing Body**

**Review Date:**

**Tri Annually or as legislation/  
circumstances dictate**



## 1. Freedom of Information

- a. One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including academies should be clear and proactive about the information they will make public. To do this we produce a publication scheme, setting out:
  - i. the classes of information which we publish or intend to publish
  - ii. the manner in which the information will be published; and
  - iii. whether the information is available free of charge or on payment
- b. 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 on the academy website to download and print off or available in paper form on request.
- c. Some information which the academy holds may not be made public, for example personal information.
- d. We believe our publication scheme conforms to the model scheme for academies approved by the Information Commissioner.

## 2. Categories [or classes] of information published

- a. Our publication scheme guides readers 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.
- b. The classes of information that we undertake to make available are organised into four broad topic areas:
  - i. **Academy Welcome Booklet:** information published in the academy welcome booklet
  - ii. Information **relating to the governing body**
  - iii. **Children & Curriculum:** information about policies that relate to children and the academy curriculum.
  - iv. **Academy Policies** and other information related to the academy: information about policies that relate to the academy in general.

## 3. How to request information

- a. If a reader requires a paper version of any of the documents within the scheme, they should contact the academy by telephone, email, fax or letter. Contact details are set out below or visit our website at [www.westwoodsideacademy.org.uk](http://www.westwoodsideacademy.org.uk)

**email:** [admin.westwoodside@northlincs.gov.uk](mailto:admin.westwoodside@northlincs.gov.uk)  
**Tel:** 01427 752355  
**Fax:** 01427 752355  
**Contact Address** Nethergate, Westwoodside, Doncaster, S Yorks, DN9 2AW

- b. To help the academy process information requests quickly, please clearly mark any correspondence **FOI PUBLICATION SCHEME REQUEST**. If the information isn't available via our scheme and isn't on our website, you can still contact the academy to ask if we have it.

## 4. Paying for information

- a. Information published on our website is free, although costs may be incurred from your Internet service provider.
- b. Readers can also access the academy website using facilities in a local library or an Internet café.
- c. Single copies of information covered by this publication are provided free unless stated otherwise in section 6.
- d. 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 in a digital format 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.

## 5. Classes of Information Currently Published

Academy Prospectus: this section sets out information published in our Welcome Booklet	
Class	Description
<b>Academy Prospectus</b>	<p>The statutory contents of the academy welcome booklet are as follows, (other items may be included in this publication at the academy's discretion):</p> <ul style="list-style-type: none"> <li>• information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the academy by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the academy</li> </ul>
Information relating to the governing body: this section sets out information published in the Academy Profile and other governing body documents.	
Class	Description
<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 category of governor if less than 4 years</li> <li>• The name of anybody entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the Academy has 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 it's committees</b>	<p>Agreed minutes of meetings of the governing body and it's committees (<i>current and last full academic school year</i>) are available to view in the Academy Entrance.</p> <p>NB: Some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish.</p>
Pupils & Curriculum Policies: this section gives access to information about policies that relate to pupils and the school curriculum	
Class	Description
<b>Home –academy agreement</b>	Statement of the Academy's aims and values, the academy's responsibilities, the parental responsibilities and the academy's expectations of its children e.g: homework arrangements
<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 academy
<b>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education
<b>Special Educational Needs Policy</b>	Information about the academy's policy on providing for children with special educational needs
<b>Accessibility Plans</b>	Plan for increasing participation of disabled children in the academy's curriculum, improving accessibility of the physical environment and improving delivery of information to disabled children.
<b>Equality Policy</b>	Statement of policy for promoting race equality
<b>Collective Worship Policy</b>	Statement of arrangements for the required daily act of worship
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the Academy
<b>Promoting positive behaviour and attitudes to Learning Policy</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying
<b>Sports Premium</b>	Statement on how the Sports Premium funding has been spent
<b>Pupil Premium</b>	Statement on how the Sports Premium funding has been spent

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 referring expressly to the academy	Published report of the last inspection of the academy and, where appropriate, inspection reports of religious education in those academy's designated as having a religious character
Ofsted inspection Self-Evaluation Form	A statement of the governing body's evaluation of the academy's performance. Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this
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, 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 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 academy staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the academy's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The academy's plan for the implementation of any changes to its staffing structure following statutory review.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Admissions Policy	Statement of the academy's policy on admissions
Annex A - Other documents	Annex A provides a list of other documents that are held by the academy and are available on request
Information published on web site	Display statutory documents to show open and transparent use of public funds.

## 6. Feedback and Complaints

- a. We welcome any comments or suggestions you may have about our scheme.
- b. If you want to make any comments about the publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to the head teacher at the address provided above.
- c. 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**  
**enquiry/information line:** 01625 545 700  
**e-mail:** publications@ic-foi.demon.co.uk  
**website:** www.informationcommissioner.gov.uk