



Freedom of Information Statement

Approved by:	Board of Trustees	Date: September 2018
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1. 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 trusts, 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 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 trusts approved by the Information Commissioner.

2. Aims and Objectives

The trust aims to enable every child to fulfil their learning potential, with education that meets the help every child develop the skills, knowledge and personal qualities needed for life and work and this publication scheme is a means of showing how we are pursuing these aims.

3. 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:

Governance documents

Pupils & Curriculum

Trust Policies and other information related to the trust

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the trust by telephone, email, fax or letter. Contact details are set out below:

Email: enquiry@summitlearningtrust.org.uk

Tel: 0121 628 1311

Contact Address: HR Director, Summit Learning Trust, c/o Ninestiles Academy, Hartfield Crescent, Birmingham, B27 7QG

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST"

If the information you're looking for isn't available via the scheme, you can still contact the trust to ask if we have it.

5. 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 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 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.

6. Classes of Information Currently Published

Governance Documents

Class	Description: £ Actual cost of photocopying as noted in fees table
Minutes of meeting of the Board of Directors and its committees	Agreed minutes of meetings of the Board of Directors and its committees [current and last full academic trust year]

Pupils & Curriculum Policies

Class	Description: £ Actual cost of photocopying as noted in fees table
Home – trust agreement	Statement of the trust's aims and values, the trust's responsibilities, the parental responsibilities and the trust's expectations of its pupils for example homework arrangements

Pupils & Curriculum Policies

Class	Description: £ Actual cost of photocopying as noted in fees table
Home – trust agreement	Statement of the trust's aims and values, the trust's responsibilities, the parental responsibilities and the trust's expectations of its 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 by the trust
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the trust's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the trust's 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
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the trust.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the trust to prevent bullying.

Trust Policies and other information related to the trust - This section gives access to information about policies that relate to the trust in general.

Class	Description: £ Actual cost of photocopying as noted in fees table
Published reports of Ofsted referring expressly to the trust	Published report of the last inspection of the trust and the summary of the report and where appropriate inspection reports of religious education in those trusts designated as having a religious character
Charging and Remissions Policies	A statement of the trust's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example trust publications, music tuition, trips
Trust session times and term dates	Details of trust session and dates of trust 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 trust 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 Principal or governing body relating to the curriculum

7. 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: HR Director, Summit Learning Trust, c/o Ninestiles Academy, Hartfield Crescent, Birmingham, B27 7QG

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