



**Northern Lights**  
LEARNING TRUST

# **Freedom of Information model scheme**

**Review Date: Summer 2020**  
**Next review date: Summer 2021**  
**Person in charge: Chief Finance Officer**  
**Link Director: Chair of Board**

**This is Northern Lights Learning Trust Publication Scheme on information available  
under the Freedom of Information Act 2000**

*The Local Academy Council of each Academy is responsible for maintenance of this scheme.*

## **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 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.

## **2. Aims and Objectives**

Benedict Biscop CE Academy aims to:

- promote Christian values within the school as exemplified by the life and teaching of Jesus Christ, so that everyone develops confidence in their own ability, with healthy self esteem, working collaboratively, showing tolerance, commitment, responsibility, respect and care for everyone.
- stimulate in each child a sense of curiosity and excitement about the world and to encourage him/her to search for truth, meaning and purpose in life: to provide an opportunity to search for a faith by which to live.
- encourage each member of the school community to develop their full potential by promoting the highest standards of achievement in all areas, to enable pupils to grow and achieve fullness of life through discovering and developing their talents.
- provide a broad and balanced curriculum which will develop lively enquiring minds to prepare each child to meet the challenges of the future with confidence.
- provide a welcoming, stimulating learning environment in which the contributions of all members of the school community are valued and celebrated.
- develop strong links and positive relationships between home, school and the local communities.

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:

*School Prospectus* – information published in the school prospectus.

*MAT Board /Local Academy Council Documents* – information published in the Trust Board’s Annual Report and in other Trust and Local Academy Council documents

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

*Trust/ Local Academy Council Policies and other information related to the academies* - information about policies that relate to the academies in general.

#### **4. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the individual academy by telephone, email, fax or letter. Contact details are set out below. **[or you can visit our website at [www.benedictbiscopacademy.co.uk](http://www.benedictbiscopacademy.co.uk)]**

Email: [info@benedictbiscopacademy.co.uk](mailto:info@benedictbiscopacademy.co.uk) Tel: **0191 5535974** Fax: **0191 5287378** Contact Address: **Marcross Drive, Moorside, Sunderland SR3 2RE**

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 academy 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**

**Academy Prospectus** – this section sets out information published in the individual academy prospectus.

<b>Class</b>	<b>Description</b>
--------------	--------------------

<b>ACADEMY Prospectus</b>	<p>The statutory contents of the Academy 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 academy, and the type of academy</li> <li>• the names of the Principal and chair of Local Academy Council</li> <li>• information on the Trust policy on admissions</li> <li>• a statement of the academy ethos and 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 academy 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>• the arrangements for visits to the academy by prospective parents</li> </ul>
---------------------------	--

**Local Academy Council School Profile and other information relating to the local academy council**– this section sets out information published in the Academy profile and in other Local Academy Council documents.

<b>Class</b>	<b>Description</b>
<b>Governors' School Profile</b>	
<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 Trust</li> <li>• The manner in which the local academy council is constituted</li> <li>• The term of office of each category of member of Local academy council if less than 4 years</li> <li>• The name of any body entitled to appoint any category of Trust Director and member of the Local Academy Council</li> <li>• Details of any trust</li> <li>• If the academy has a religious character, a description of the ethos □</li> </ul> <p>The date the instrument takes effect</p>
<b>Minutes <sup>1</sup> of meeting of the Trust and Local Academy Council</b>	Agreed minutes of meetings of the Trust and its committees [ <i>current and last full academic school year</i> ] and Local Academy Council

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the curriculum.

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

<b>Class</b>	<b>Description</b>
Home – school agreement	Statement of the academy’s aims and values, the academy’s responsibilities, the parental responsibilities and the academy’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 academy.
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the academy's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the academy’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 Policy	Statement of policy for safeguarding and promoting welfare of pupils at the academy.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Principal 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.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	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 academy’s designated as having a religious character
SIAMS	Published report
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, 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
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Principal or Local Academy Council/ Trust 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 ***[Mrs P Thompson, c/o the school address]***.

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)**