



Engage MAT

Freedom of Information Scheme

Date of ratification: July 2016.....

Date of review: July 2019.....



Freedom of Information Act Policy

This is the Engage Trust Publication Scheme

On information available under the Freedom of Information Act 2000

The Board of Directors 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 the Engage Trust 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 schools approved by the Information Commissioner.

2. Aims and Objectives

The Engage Trust aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- ☒ 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 three broad topic areas:

Director's and Governors' Documents – information published in Board and Governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the Engage Trust school's curriculums.

School's Policies and other information related to the centre- information about policies that relate to Engage Trust School's in general.

4. How to request information

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

Email: trust@engage.norfolk.sch.uk

Tel: **01603 861 669**

Contact Address: **The Engage Trust, Drayton Old Lodge, 146 Drayton High Road, Norwich NR8 6AN**

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 you can still contact the Trust Administrator to ask if we have it.

5. Paying for information

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

Information relating to the Board of the Engage Trust– this section sets out information published in Board documents.

Class	Description
Articles of Association	<ul style="list-style-type: none"> ☐ The name of the organisation ☐ The category of the organisation ☐ The name of the Board ☐ The manner in which the Board is constituted ☐ The term of office of each category of Director if less than 4 years ☐ The name of anybody entitled to appoint any category of governor ☐ Details of any trust ☐ If the Trust has a religious character, a description of the ethos ☐ The date the Articles takes effect
Minutes of meetings of the Board and its committees	<p>Agreed minutes of meetings of the Board and its committees</p> <p><i>[current and last full academic school year]</i></p>

Information relating to the Governing body of each school– this section sets out information published in governing body documents.

Class	Description
Scheme of Delegation	<ul style="list-style-type: none"> ☐ The name of the organisation ☐ The category of the organisation ☐ The name of the governing body ☐ The manner in which the governing body is constituted ☐ The term of office of each category of governor if less than 4 years ☐ The name of anybody entitled to appoint any category of governor

	<ul style="list-style-type: none"> ☐ Details of any trust ☐ If the school has a religious character, a description of the ethos ☐ The date the Scheme of Delegation takes effect
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and school's curriculums.

Class	Description
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school'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
Safeguarding incorporating Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Rewards & Relationships Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

Class	Description
Published reports of Ofsted referring expressly to each school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those establishments 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 organisation is designated as having a religious character
Charging and Remissions Policies	A statement of Engage Trust policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example publications, music tuition, trips
School session times and term dates	Details of session and dates of school's 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
Grievance (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 school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory	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

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 the Engage Trust.

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