

Promoting Ambition for Change

TEMPLE LEARNING ACADEMY



'FREEDOM OF INFORMATION ACT 2000'
2016 - 2017

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FREEDOM OF INFORMATION ACT (FOIA) 2000

**This is Temple Learning Academy's Publication Scheme on information available under the
Freedom of Information Act 2000**

1. Introduction: what a publication scheme is and why it has been developed

- 1.1 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.
- 1.2 To do this we must produce a publication scheme, setting out:
 - 1.2.1 the classes of information which we publish or intend to publish;
 - 1.2.2 the manner in which the information will be published; and
 - 1.2.3 whether the information is available free of charge or on payment.
- 1.3 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you either on our website to download and print or in paper form by request. (See part 4)
- 1.4 Some information we hold, for example personal information, may not be made public.
- 1.5 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives:

- 2.1 To enable the Academy to meet its commitment in being a co-operative school based upon shared values of the Temple Newsam Learning Partnership Trust and the requirements of national legislation.

3. Categories of information published

- 3.1 The publication scheme guides you to information which we currently, have recently or will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.
- 3.2 The classes of information that we undertake to make available are organised into four broad topic areas:
 - 3.2.1 **Academy Prospectus** – information published in the Academy prospectus;
 - 3.2.2 **Governors' Documents** – information published in the Academy Profile and in other Governing Body documents;
 - 3.2.3 **Learners and Curriculum** – information about policies that relate to learners and the Academy curriculum;

3.2.4 **Academy Policies and other information related to the Academy** – information about policies that relate to the Academy in general.

4. How to request information

4.1 If you require a paper version of any of the documents within the scheme, please contact the Academy by telephone, email, fax or letter. Contact details are set out below or you can visit our website at

4.1.1 **Email:** info@tlacademy.org.uk

4.1.2 **Tel:** 01132 645456

4.1.3 **Contact address:** Temple learning Academy, Neville Road, Halton Moor, Leeds, West Yorkshire. LS15 0NW

4.2 Please clearly mark any correspondence - "**PUBLICATION SCHEME REQUEST**" (**Freedom of Information Act 2000 refers**) in CAPITALS .to help us process your request quickly,

4.3 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

5.1 Information published on our website is free, although you may incur costs from our internet service provider. If you don't have internet access, you can access our website using a local library or an Internet café.

5.2 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

6.1 Academy Prospectus – this section sets out information published in the Academy prospectus:

6.2 The statutory contents of the Academy prospectus are as follows, (other items may be included in the prospectus at the Academy's discretion):

6.2.1 name, address and telephone number of the Academy, and the type of Academy;

6.2.2 the names of the Principal and Chair of Governors;

6.2.3 information on the Academy policy on admissions;

6.2.4 statement of the Academy's ethos and values;

6.2.5 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 learners

6.2.6 information about the Academy's policy on providing for learners with Special Educational Needs;

- 6.2.7 number of learners on roll and rates of learners' authorised and unauthorised absences;
- 6.2.8 National Curriculum assessment results for appropriate Key Stages, with national summary figures if appropriate;
- 6.2.9 the number of learners studying for and percentage achieving other vocational qualifications;
- 6.2.10 the destinations of Academy leavers;
- 6.2.11 the arrangements for visits to the school by prospective parents and carers;
- 6.2.12 the number of places for learners of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places;
- 6.2.13 information required by the Disability Discrimination Act 1995:
 - 6.2.13.1 information on arrangements for the admission of learners with disabilities;
 - 6.2.13.2 details of steps to prevent disabled learners being treated less favourably than other learners;
 - 6.2.13.3 details of existing facilities to assist access to the Academy by learners with disabilities;
 - 6.2.13.4 the accessibility plan covering future policies for increasing access to the school by learners with disabilities;
 - 6.2.13.5 information about the implementation of the Governing Body's Policy on learners with Special Educational Needs and any changes to the policy during the last year.

6.3 Instrument of Government

- 6.3.1 the name of the Academy;
- 6.3.2 the category of the school;
- 6.3.3 the name of the Governing Body;
- 6.3.4 the manner in which the Governing Body is constituted;
- 6.3.5 the term of office of each category of Governor if less than 4 years;
- 6.3.6 the name of any body entitled to appoint any category of Governor;
- 6.3.7 details of any trust;
- 6.3.8 if the school has a religious character, a description of the ethos;
- 6.3.9 the date the instrument takes effect.

6.4 Minutes of meeting of the Governing Body and its committees

Agreed minutes of meetings of the Governing Body and its committees (current and last full academic school year);

6.5 Learners and Curriculum Policies – this section gives access to information about policies that relate to learners and the school curriculum:

- 6.5.1 Home-School Agreement – statement of the Academy's aims and values, the Academy's responsibilities, the parental/carer responsibilities and the Academy's expectations of its learners for example homework arrangements;
- 6.5.2 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;
- 6.5.3 Sex Education Policy – statement of policy with regard to sex and relationship education;
- 6.5.4 Special Educational Needs Policy – information about the Academy's policy on providing for learners with Special Educational Needs;

- 6.5.5 Accessibility Plans – plan for increasing participation of disabled learners in the Academy’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled learners;
 - 6.5.6 Race Equality Policy – statement of policy for promoting race equality;
 - 6.5.7 Collective Worship and Assemblies – statement of arrangements for the required daily act of collective worship;
 - 6.5.8 Careers Education Policy – statement of the programmes of careers education provided for Key Stage 4;
 - 6.5.9 Child Protection Policy – statement of policy for safeguarding and promoting welfare of students at the school;
 - 6.5.10 Positive Discipline Policy – statement of general principles on behaviour and discipline;
 - 6.5.11 Anti-bullying Policy - includes measures taken by the principal to prevent bullying.
- 6.6 School policies and other information related to the Academy – this section gives access to information about policies that relate to the school in general:
- 6.6.1 Published reports of Ofsted referring expressly to the Academy – 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 schools designated as having a religious character;
 - 6.6.2 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 school is designated as having a religious character;
 - 6.6.3 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, school publications, music tuition, trips;
 - 6.6.4 Academy session times and term dates – details of academy session and dates of academy terms and holidays;
 - 6.6.5 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.
 - 6.6.6 Complaints procedure – statement of procedures for dealing with complaints.
 - 6.6.7 Performance management of staff – statement of procedures adopted by the governing body relating to the performance management of staff.
 - 6.6.8 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.
 - 6.6.9 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

- 7.1 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 Mr M Browne Principal, at Temple Learning Academy or email m.browne@tlacademy.org.uk
- 7.2 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 Line/Information Line: 01625 545745
Email: publications@ic-foi.demon.co.uk
Website: [www.information](http://www.information.commissioner.gov.uk) commissioner.gov.uk.