

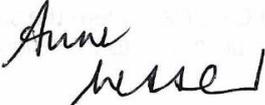


Freedom of Information Publication Scheme

INSPIRING BELIEF
in God and one another



ST RICHARD'S
SCHOOL

DATE APPROVED BY THE LAT	June 2020
DATE APPROVED BY THE LAC	July 2020
REVIEW DATE	June 2022
Signed Headteacher	
Signed Chair of LAC	

Vision Statement

Our schools aspire to provide 'excellence and equity in a Christian context', where every child is valued as a unique individual treasured by a loving God. 'I have inscribed you on the palms of my hands.' Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full. 'I have come that they may have life and may have it in all its fullness'. John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis.

Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.

In our school, we demonstrate how we support this vision through our values, which are Friendship, Endurance, Trust and Hope and summarised in the school's own vision statement: Inspiring belief in God and in one another.

The vision of St Richard's CE Primary School is for a thriving and outstanding school where children and adults, working with the local community, have the opportunity to become the best they can be.

Inspiring belief...

- in ourselves – through progression and fulfilment
 - in each other – through motivation and teamwork
 - in the children – through showing them their potential
 - in the parents – through building trust by results
 - in God to all – through our whole lives
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- We believe in looking out for everyone
We put safety first and we do all we can to ensure that all needs are met.
 - We believe in working together
We act like a family who support and motivate one another.
 - We believe in aiming for the best
We do all we can to ensure the highest quality in every area – our children deserve nothing less.
 - We believe in looking to the future
We are positive and seek opportunities to grow and improve, overcoming obstacles to achieve our goals.

We live out our values and vision through our key policies e.g. The LAT Behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

LAT HR policies are common in all schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.

Contents

Publication Scheme for Academies	5
Classes of Information	5
The method by which information published under this scheme will be made available....	6
Charges which may be made for Information published under this scheme	7
Written Requests	7
Guide to Information Available	8

Publication Scheme for Academies

This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and which falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer

Advice and guidance, booklets and leaflets, transactions, media releases, a description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying;
- Postage and packaging; and
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be required prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Requests in writing should be made to the Company Secretary, The LDBS Academies Trust and the LDBS Academies Trust 2, 36 Causton Street, London SW1P 4AU.

Guide to Information Available

The method by which information published by the LDBS Academies Trust and the LDBS Academies Trust 2 (herein collectively referred to as the 'LAT') under this scheme will be made available can be found in the table below.

Information to be published	How the information can be obtained (hard copy and/ or website)	Charge
<p>Who we are and what we do.</p> <p><i>(Organisational information, structures, locations and contacts)</i></p> <p><i>This will be current information only.</i></p>		
Academy Funding Agreement – <i>a link to the document on the Department for Education's website.</i>	LAT website	
Articles of Association	LAT website	
Academy Order (if applicable)	LAT website	
Schools staff and structure – <i>names of key personnel</i>	LAT school websites	
Local Academy Committees ('LAC') – <i>names and contact details of the LAC governors and the basis of their appointment</i>	LAT school websites	
Schools session times, term dates and holidays	LAT school websites	
Location and contact information – <i>address, phone number and website</i>	LAT website & LAT school websites	
Contact details for the (Executive) Headteachers and the Local Academy Committees	LAT school websites	
School Prospectus	LAT school websites	
School session times and term dates	LAT school websites	
A link to school performance data on the Department for Education's website	LAT school websites	
<p>What we spend and how we spend it.</p> <p><i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></p>		

<i>This should be a minimum of current and the previous two years' financial years (accounts that have been filed with Companies House).</i>		
Annual budget plan and financial statements	LAT website	
Capital funding – <i>details of capital funding allocated to the school along with information on related building projects and other capital projects</i>	LAT website	
Additional funding – <i>Income generation schemes; other sources of funding.</i>	LAT school websites	
Procurement and contracts – <i>details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</i>	LAT website & LAT school websites	
Staffing and grading structure	LAT website & LAT school websites	
Pay policy – <i>a statement of the Academy's policy on procedures regarding teachers' pay.</i>	LAT website & LAT school websites	
Directors & LAC Governors' allowances – <i>Details of allowances and expenses that can be claimed or incurred.</i>	LAT website & LAT school websites	
What our priorities are and how we are doing.		
<i>(Strategies/plans, performance indicators, audits, inspections, reviews)</i>		
<i>Current information should be published.</i>		
School profile	LAT Schools' websites	
Government-supplied performance data		
OFSTED report – <i>summary and full report</i>		
Performance management information	LAT website & LAT school websites	
Academy's future plans – <i>any major proposals on safeguarding and promoting the welfare of children.</i>	LAT website & LAT school websites	
Child protection – <i>policies and procedures on safeguarding and promoting the welfare of children.</i>	LAT website & LAT school websites	
How we make decisions.		

<i>(Decision-making processes and records of decisions)</i>		
<i>Current and previous three years' as a minimum.</i>		
Admissions policy - <i>arrangements and procedures and right of appeal (Including information on application numbers and number of successful applicants by each oversubscription criteria.)</i>	LAT School websites	
Local Academy Committees' meeting agendas, papers and minutes – <i>information that is properly considered to be private should be excluded.</i>	LAT School websites	
Our policies and procedures.		
<i>(Written protocols, policies and procedures for delivering services/responsibilities)</i>		
<i>Current information only.</i>		
School policies including: <ul style="list-style-type: none"> • Charging, remissions and lettings policy • Health and Safety and risk assessment • Complaints procedure • Staff Code of Conduct • Discipline and Grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	LAT website & LAT school websites	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Relationships and Sex education • Special Education Needs and Disability • Accessibility • Equalities (race, etc.) • Collective worship • Pupil discipline/ behaviour 	LAT website & LAT school websites	
Records management and personal data policies <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies 	LAT website & LAT school websites	

<ul style="list-style-type: none"> Data Protection policies 		
<p>Equality and diversity</p> <p><i>(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</i></p> <p><i>Policies and procedures for the recruitment of staff – details of vacancies should be included.</i></p>	LAT website & LAT school websites	
<p>Charging regimes and policies</p> <p><i>This should include details of any statutory charging regimes.</i></p> <p><i>Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.</i></p>	LAT website & LAT school websites	
<p>Lists and Registers</p> <p><i>Currently maintained lists and registers only.</i></p>	Hard copy; some information may only be available for inspection.	
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the Academy is currently legally required to hold in publicly available registers.		
<p>The services we offer.</p> <p><i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i></p> <p><i>Current information only.</i></p>		
Extra-curricular activities	LAT school websites	
Out of school clubs	LAT school websites	
School publications	LAT school websites	
Services for which the Academy is entitled to recover a fee, together with those fees	LAT school websites	
Leaflets, booklets and newsletters	Hard copy and / or website; some	

	information may only be available for inspection	
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