



inspiring the journey for
independence together

Freedom of Information Policy

Statutory

Reviewed Three Yearly

This is the Rivermead Inclusive Trusts Publication Scheme on information available under the Freedom of Information Act 2000

The Local Advisory Board of each school is responsible for maintenance of this scheme.

Signed:  (Chair of the Trust)

Date of last review: 19th July 2023

Review Due: July 2026

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 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 through the school office.

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

We aim to realise the potential of all in the Rivermead Inclusive Trust by fostering individual growth and learning. 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.

Governors' Documents – information published in the Governors Annual Report and in other governing body documents.

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

School Policies and other information related to the school - information about policies that relate to the school in general.

4. How to request information

If you require a copy 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: ritooffice@rivermeadinclusivetrust.org

Tel: 01634 961080

Contact Address: Rivermead Inclusive Trust, Long Catlis Road, Parkwood, Rainham, Kent ME8 9TX

If the information you're looking for isn't available via the scheme you can still contact the school 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. Timescales for Information

Freedom of Information requests should be dealt with within 20 working days, excluding school holidays.

Requests for Data Protection (subject access requests) should be dealt with within one calendar month.

Requests for pupil education records should be dealt with within one calendar month..

7. Classes of Information Currently Published

7.1 School Prospectus – this section sets out information published in the school prospectus

Class Description

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

- the name, address and telephone number of the school, and the type of school
- the names of the head teacher and chair of governors
- information on the school policy on admissions
- a statement of the school's ethos and values
- 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
- information about the school's policy on providing for pupils with special educational needs
- number of pupils on roll and rates of pupils' authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- GCSE/GNVQ results in the school, locally and nationally
- a summary of GCE A/AS level results in the school and nationally
- the number of pupils studying for and percentage achieving other vocational qualifications
- the destinations of school leavers
- the arrangements for visits to the school by prospective parents
- the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

7.2 Governors' Annual Report and other information relating to the governing body – this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class Description

The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):

- details of the governing body membership, including name and address of chair and clerk
- a statement on progress in implementing the action plan drawn up following an inspection
- a financial statement, including gifts made to the school and amounts paid to governors for expenses
- a description of the school's arrangements for security of pupils staff and the premises

- information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year
- a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
- a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- GCSE/GNVQ results in the school, locally and nationally
- GCE A/AS and vocational qualification results in the school and nationally
- the number of pupils studying for and percentage achieving other vocational qualifications
- the destinations of school leavers
- a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
- 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]
- Articles of Association – Document outlining governance arrangements for the Trust and schools.

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

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
- 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 school
- 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

- Collective Worship - Statement of arrangements for the required daily act of collective worship
- Careers Education Policy - Statement of the programmes of careers education provided for Key Stage 4.
- Child Protection Policy - Statement of policy for safeguarding and promoting welfare of pupils at the school.
- Pupil Discipline - Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

7.4 School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class Description

- Published reports of Ofsted referring expressly to the 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 schools 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 school is designated as having a religious character
- Charging and Remissions Policies - A statement of the school'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
- School session times and term dates - Details of school session and dates of school 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 school 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 head teacher or governing body relating to the curriculum.

8. Exemptions

Certain information is subject to either absolute or qualified exemptions.

When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information.

We will maintain a register of requests where we have refused to supply information, and the reasons for the refusal. The register will be retained for 5 years.

9. Public Interest Test

Unless it is in the public interest to withhold information, it has to be released. We will apply the Public Interest Test before any qualified exemptions are applied.

10. 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 Chief Executive Officer at: Rivermead Inclusive Trust, Long Catlis Road, Parkwood, Rainham, Kent ME8 9TX.

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's Office
Wycliffe House Water Lane
Wilmslow
Cheshire
SK9 5AF

Enquiry/Information Line: 0303 123 1113 (local rate) 01625 545 745 if you prefer to use a national rate number

E Mail: casework@ico.org.uk

Website : <https://ico.org.uk/>