



**TRENT
ACADEMIES
GROUP**

Freedom of Information Publication Scheme

Document Owner:	Saeed Latif
Review Date:	

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 or the Act in the rest of this document) is that public authorities, including academies and 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 on our website to download and print off, or is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme is adapted from the 2013 *Model Scheme for Schools* approved by the Information Commissioner.

2. Aims and Objectives

The Trust aims to provide pupil focused, quality education in a stimulating, secure and supportive environment in which there are extensive opportunities for all to achieve success. This is encapsulated in the phrase

“That everyone will be given the chance to shine brightly”

This publication scheme is a means of showing how we are pursuing these aims.

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Trust by telephone, email, fax or letter.

Email: admin@trentacademiesgroup.com

Tel: 0115 9744050

Fax: 0115 9744051

Contact Address: Rushcliffe School, Boundary Road, West Bridgford, Nottingham, NG2 7BW

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST (TAG) or (Academy Name)”** (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 Trust to ask if we have it.

4. 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.

The Trust reserves the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450. The Trust reserves the right to charge a fee for complying with requests for information under Freedom of Information Act. The fees are calculated according to Freedom of Information Act regulations, and the person notified of the charge before the information is supplied.

5. Classes of Information Published

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts) This will be current information only</p>	
<p><u>Address of Trust and contact details, including email address.</u></p> <p>Address: Boundary Road, West Bridgford, Nottingham, NG2 7BW Email: admin@ trentacademiesgroup.com Internet: http://trentacademiesgroup.com Tel: 0115 9744050 Fax: 0115 9744051</p>	
<p><u>Who's who on the governing body / board of governors and the basis of their appointment</u></p> <p>Current Governor lists</p>	<p>Trent Academies Group</p> <p>Rushcliffe School</p> <p>The Farnborough Academy</p> <p>Arnold Hill Academy</p>
<p><u>Trust / Academy Who's who</u></p>	<p>Trent Academies Group</p> <p>Rushcliffe School (Available on request)</p> <p>The Farnborough Academy (Available on request)</p> <p>Arnold Hill Academy (Available on request)</p>
<p><u>Instrument of Government / Articles of Association</u></p>	<p>Available on request</p>

<u>Contact details for the Chief Executive Officer/ Head teacher and governing body, via the school</u>	Chief Executive Officer:	Philip Crompton	P.Crompton@trentacademiesgroup.com
	Head of Rushcliffe School	Steve Lewis	slewis@rushcliffe.notts.sch.uk
	Head of The Farnborough Academy	Ben Chaloner	B.Chaloner@thefarnboroughacademy.com
	Head of Arnold Hill Academy	Matt Robertson	Matt.Robertson@arnoldhillacademy.co.uk
	Chair of Governors	Rushcliffe School	admin.office@rushcliffe.notts.sch.uk
	Chair of Governors	The Farnborough Academy	admin@thefarnboroughacademy.com
	Chair of Governors	Arnold Hill Academy	Schooloffice@arnoldhillacademy.co.uk
<u>School prospectus</u> Lower School – years 7 to 11 and Sixth Form	Rushcliffe School The Farnborough Academy Arnold Hill Academy		
<u>Annual Report</u>	Rushcliffe School The Farnborough Academy Arnold Hill Academy		

<u>Staffing structure</u>	Available on request
<u>School session times and term dates</u> The School day School term & Holiday Dates	Rushcliffe School The Farnborough Academy Arnold Hill Academy
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum	
<u>Annual budget plan and financial statements</u> Annual Budget Plan Value for Money Report Use of Pupil Premium	Rushcliffe School The Farnborough Academy Arnold Hill Academy
<u>Pay policy</u>	Available on request
<u>Staff allowances and expenses that can be incurred or claimed</u> , with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Available on request
<u>Staffing, pay and grading structure</u> . As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or	Available on request

equivalent as above) in bands of £10,000; for more junior posts, by salary range.	
<u>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</u>	It is not currently the policy of the Trent Academies Group to pay allowances to Governors.
<h2 style="background-color: #4F81BD; color: white; padding: 5px;">Class 3 – What our priorities are and how we are doing</h2> <p style="font-size: small; color: #4F81BD;">(Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</p>	
<u>School profile</u> <ul style="list-style-type: none"> The latest Ofsted report Ofsted School Data Dashboard 	https://reports.ofsted.gov.uk
<u>Performance management policy and procedures</u> adopted by the governing body.	Available on request
<u>Performance data</u> Performance data Exam Results Statistics Booklet Maths Ofsted Report	Rushcliffe School The Farnborough Academy Arnold Hill Academy
<u>The school's future plans;</u> for example, proposals for and any consultation on the future of the school, such as a change in status Accessibility Plan	Rushcliffe School The Farnborough Academy Arnold Hill Academy
<u>Safeguarding and child protection</u> Safeguarding & Child Protection Policy	Rushcliffe School The Farnborough Academy

Anti-Bullying Policy Attendance Policy Home School Agreement Managing Pupils Positively Sex & Relationships Education Policy Special Educational Needs & Disability Policy Use of Reasonable Force Policy	Arnold Hill Academy
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Class 4 – How we make decisions
 (Decision making processes and records of decisions) Current and previous three years as a minimum

<u>Admissions policy/decisions</u> (not individual admission decisions) Admissions Policy Admission Application Form 6 th Form Admission Application Form	Rushcliffe School The Farnborough Academy Arnold Hill Academy
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<u>Agendas and minutes of meetings of the governing body and its committees</u> (NB this will exclude information that is properly regarded as private to the meetings).	Available on request
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Class 5 – Our policies and procedures
 (Current written protocols, policies and procedures for delivering our services and responsibilities)
 Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information

Records management and personal data policies, including: <ul style="list-style-type: none"> Records retention, destruction and archive policies Data protection (including information sharing policies) 	Rushcliffe School The Farnborough Academy Arnold Hill Academy
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<p><u>Charging regimes and policies</u></p> <p>Charging & Remissions Policy</p>	<p>Rushcliffe School</p> <p>The Farnborough Academy</p> <p>Arnold Hill Academy</p>
<p><u>Other policies</u></p> <p>Complaints Procedure Health & Safety Policy Pupil Premium Policy Uniform Policy</p>	<p>Rushcliffe School</p> <p>The Farnborough Academy</p> <p>Arnold Hill Academy</p>
<p>Class 6 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	
<p><u>Extra-curricular activities & Out of School Clubs</u></p>	<p>Available on request</p>
<p><u>Services for which the school is entitled to recover a fee, together with those fees</u></p> <p>Instrumental Music Tuition Hire of Facilities</p>	<p>Available on request</p>
<p><u>School publications, leaflets, books and newsletters</u></p>	<p>Rushcliffe School</p> <p>The Farnborough Academy</p> <p>Arnold Hill Academy</p>
<p>Additional Information</p> <p>This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	

<p>Exam Information & Exam Timetables Freedom of Information Publication Scheme</p>	<p>Rushcliffe School The Farnborough Academy Arnold Hill Academy</p>
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6. Schedule of Charges

This describes how the charges have been arrived at.

Public authorities can refuse a request for information made under the FOIA if:

- It would cost too much or take too much staff time to deal with the request. Schools can refuse an information request if the cost of compliance exceeds £450
- The request is vexatious. When assessing whether a request is vexatious, the Act permits the school to take into account the context and history of a request, including the identity of the requester and any previous contact with him/her
- The request repeats a previous request from the same person. The Trust can refuse to comply with a request if it is identical or substantially similar to one previously complied with from the same requester

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.29p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 2.9p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred

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 Chief Executive Officer.

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:

Enquiry/Information Line: 0303 123 1113

Website : <http://ico.org.uk/complaints>