



# Sandwell Academy Freedom of Information Policy

<b>Policy Title:</b>	Freedom of Information Publication Scheme
<b>Policy Reference:</b>	Sandwell Academy/Quality and Review
<b>Description:</b>	This document sets out the classes of information that the Academy publishes. It has been prepared in accordance with guidelines from the Information Commissioner and adopted without modification by Sandwell Academy and will be valid until further notice
<b>Status:</b>	Statutory
<b>Category:</b>	Academy
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<b>Other relevant SA policies:</b>	None
<b>Adopted by the Governing Board on:</b>	
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<b>Version</b>	<b>Date</b>	<b>Description</b>
1.1	Jan 2015	Contact details changed
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# 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 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 for you on our website to download or can be made available in paper form.

Some information which we hold may not be made public, for example personal information about students and staff.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## Sandwell Academy Aims and Objectives

### Aims

The general aim of Sandwell Academy is to maximise student performance in all its forms.

It is also our intention to offer a broad curriculum which includes the National Curriculum with the opportunity of specialising in more Sport and Business Courses.

In the Post 16 phase, we aim to provide a wide range of vocational and academic opportunities for students of all abilities, emphasising opportunities in Sport and Business courses and the use of Information Technology where appropriate.

### Objectives

To admit students of all abilities.

To improve attendance to that above local and national average.

To develop qualities of enterprise, self reliance and responsibility.

To involve, as fully as possible, the wider community, including industry, business, commerce and parents in the education and training of the students.

To operate a longer School day.

To share research with the neighbouring Schools and the educational community and where possible support collaborative developments locally.

To remove the artificial barrier that exists between vocational and academic courses.

To improve Post 16 staying on rates to that comparable with France, Germany, USA and Japan.

To deliver the National Curriculum with extra Physical Education, Business Education, English and Mathematics.

To develop students as independent learners preparing them for life long learning.

To ensure that all students obtain their educational entitlement, irrespective of gender, religion, ethnicity or special need.

This policy, and its associated procedures and protocols, is based on these key principles.

### **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 Part A of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

*Who we are and what we do* – including information published in the Academy prospectus.

*Chairman of Governors Report* – information published in the Chairman's Annual Report and in other governing body documents.

*Students & Curriculum* – information about policies that relate to students and the Academy curriculum.

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

### **How to request information**

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 : [www.sandwellacademy.com](http://www.sandwellacademy.com)

Email: [bmail@sandwellacademy.com](mailto:bmail@sandwellacademy.com)

Tel: 0121 525 1700

Textphone: None

Contact Address: Halfords Lane, West Bromwich, West Midlands, B71 4LG

To help us process your request quickly, please clearly mark any correspondence **“FAO : Miss B Mail”**

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can write to the Academy to ask if we have it.

### **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.

Single copies of information covered by this publication are provided free unless stated otherwise in part A. 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.

To see a breakdown of Information Available within each class please see below.

## Freedom of Information Publication Scheme Part 2

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### A. Classes of Information Currently Published

**Who we are and what we do** – Organisational information, structures, locations and contact

Class	Description
<b>Who we are and what we do</b>	<ul style="list-style-type: none"> <li>· the name, address and telephone number of the Academy.</li> <li>· the names of the Head and Chair of Governors</li> <li>· Staffing structure</li> <li>· information on the Academy policy for Year 7 and Sixth Form admissions</li> <li>· Academy prospectus</li> <li>· a statement of the Academy's Aims and Objectives.</li> <li>· information about the Academy's policy on providing for pupils with special educational needs</li> <li>· number of students on roll</li> <li>· the arrangements for visits to the Academy by prospective parents</li> </ul>

**Chair of 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
<b>Chair of Governors' Annual Report</b>	<p>The statutory contents of the Chairman's annual report to parents are as follows, (other items may be included in the annual report at the Academy's discretion):</p> <ul style="list-style-type: none"> <li>· Details of the Governing Board membership</li> <li>· Examination results and Key Performance Indicators</li> <li>· The Academy's most recent Ofsted Report</li> <li>· Student Sporting Roll of Honour</li> <li>· Careers and Industry Links</li> <li>· Student leaver destinations</li> <li>· Outreach work</li> </ul>
<b>Instrument of Governance</b>	<ul style="list-style-type: none"> <li>· The name of the Academy</li> <li>· The manner in which the governing body is constituted</li> <li>· The term of office of each category of governor if less than 4 years</li> <li>· The name of any person entitled to appoint any category of governor</li> <li>· Details of any trust</li> </ul>

<b>Minutes 1 [1] of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees [ <i>current and last full academic school year</i> ]  <i>Available by Hard Copy only</i>
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**Academy Policies** - This section gives access to information about policies that relate to students and the school curriculum.

<b>Class</b>	<b>Description</b>
Student and Parent Charters	Statement of the Academy's aims and values, the Academy's responsibilities, the parental responsibilities and the Academy's expectations of its pupils for example homework arrangements
Uniform Policy	Information about the Academy's policy towards student dress.
Admissions	Admissions policies for entrance to Year 7 and Sixth Form.
Careers Education and Guidance	Information about the Academy's policy towards careers education and guidance.
Special Education Needs Policy	Information about the Academy's policy on providing for pupils with special educational needs
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the Academy.
Behaviour and Exclusion Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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[1] Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the Academy	Published report of the last inspection of the Academy and the summary of the report.
Academy session times and term dates	Details of Academy session and dates of Academy 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

## **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 Headteacher, Sandwell Academy, Halfords Lane, West Bromwich, West Midlands, B71 4LG