



Policy:	TDET FOI Policy
Owner:	TDET HR
Approving Board:	Resources Committee
Date of review:	October 2023
Date of next review:	January 2025
Publish Status:	Statutory
Version:	V2



Unity of Purpose
Trust | Diversity | Excellence | Transformation

TDET Freedom of Information Policy

1 Introduction

- 1.1 The TDET Board of Trustees is registered with the Information Commissioner's Office (ICO) and conforms with its requirements under the Freedom of Information Act 2000.
- 1.2 This Act gives a right of access to information held by public bodies, including trusts and academies, which are required to produce a publication scheme that makes it clear to the public what information they will make public when required to respond to requests for information.
- 1.3 All information in our publication scheme is available in paper form from the academy office. Some information may be available from our website. Some information that we hold may not be made public, for example personal information.

2 Objectives and targets

- 2.1 The purpose of this publication scheme is to demonstrate how we respond to the requirements of the Freedom of Information Act 2000 and the GDPR across TDET and how we are pursuing the aims and objectives of the academies, which are:
 - To create and maintain a learning environment in which each individual has the opportunity to fulfil his/her potential.
 - To encourage the pursuit of excellence, both academically and in all other areas.
 - To provide opportunities for spiritual, moral, cultural, personal and social development of learners including citizenship.
 - To encourage learners to become life-long learners who are self-motivated, courteous and thoughtful individuals who value themselves, others and the environment.
- 2.2 To achieve these aims, we:
 - Provide a happy academy environment in which children gain confidence as individuals, are able to take pride in their own ability and take responsibility for their own actions.
 - Develop good habits and attitudes to work and a life-long respect for learning.
 - Develop high standards of literacy and numeracy.
 - Involve children in the aesthetic pleasure of art, music, poetry, prose, drama and movement.
 - Provide an environment where understanding, knowledge and respect of people of different cultural backgrounds can be encouraged.
 - Encourage high expectations of all academy members using their abilities.
 - Meet the needs of learners of all abilities, within the framework of the national curriculum and its subject areas.

3 Categories of information published

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

Academy prospectus	Information published in the academy prospectus
Governors' documents	Information published in governing body documents.
Learners and curriculum	Information about policies that relate to learners and the academy curriculum
Academy policies and other information related to the academy	Information about policies that relate to the academy in general

- 3.2 Academy prospectus - some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this

Class	Description
Academy prospectus	<p>The statutory contents of the academy prospectus are as follows (other items may be included in the prospectus at the academy's discretion):</p> <ul style="list-style-type: none"> • The name, address, telephone number of the academy and the type of academy (website address and email for contact). • The names of the principal and chair of governors. • Information on the academy policy on admissions. • A statement of the academy's ethos and values. • Details of any affiliations with a particular religious 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. • Information about the academy's policy on providing for learners with special educational needs. • Number of learners on roll and information on learners' authorised and unauthorised absences. • National curriculum assessment results for appropriate key stages, with national summary figures. • (Information on extra-curricular activities, out of academy clubs, academy publications, leaflets, booklets, newsletters, services offered by the academy for which a fee is payable).

3.3 Governors' documents - some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

Class	Description
Information provided by academy	<ul style="list-style-type: none"> • Details of the governing body membership, including name and address of chair and clerk. • Details on how to contact the governors via the academy. • Minutes of the meetings of the governing body and sub-committees. • A financial statement, including gifts made to the academy. • Details of allowances and expenses that can be incurred or claimed by governors, and a record of total payments made to individual governors. • Financial information about projected and actual income and expenditure, capital funding, additional funding, procurement, contracts and financial audit. (Financial information for the current and previous two financial years is available.) • Details of the academy's learner premium allocation and plans to spend it in the current year, how the academy's learner premium allocation was spent in the previous year and the impact that it had on educational attainment of those learners at the academy in respect of whom grant funding was allocated. • Information on major plans for capital expenditure on building projects and other capital projects, including any private finance initiative and public-private partnership contracts. • Details of items of expenditure over £5,000, including costs, supplier and transaction information. • Any major proposals for the future of the academy eg consultation on change of status. • A description of the academy's arrangements for security of learners, staff and the premises. • Information about the implementation of the governing body's policy on learners with special educational needs (SEN) and any changes to the policy during the last year. • A description of our disability equality policy and our accessibility plan. • The number of learners on roll and rates of learners' authorised and unauthorised absence. • Any major proposals for the future of the academy eg consultation or a change in academy status.
Instrument of government	<ul style="list-style-type: none"> • The name of the academy. • The category of the academy.

Class	Description
	<ul style="list-style-type: none"> • The name of the governing body. • The manner in which the governing body is constituted. • The term of office of each category of governor if less than four years. • The name of anybody entitled to appoint any category of governor. • Details of any trust. • If the academy has a religious character, a description of the ethos. • The date the instrument takes effect.

3.4 Learners and curriculum policies

Class	Description
Home-academy agreement (if retained by academy)	<ul style="list-style-type: none"> • Statement of the academy's aims and values, the academy's responsibilities, the parental responsibilities and the academy's expectations of its learners, for example homework arrangements.
Curriculum policy	<ul style="list-style-type: none"> • Statement of the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the academy. • Details of the academy's approach to phonic and reading schemes (<i>for primary academies</i>).
Sex and relationship education policy	<ul style="list-style-type: none"> • Statement of policy with regard to sex and relationship education.
Special educational needs policy	<ul style="list-style-type: none"> • Information about the academy's policy on providing for learners with special educational needs.
Disability/accessibility plans	<ul style="list-style-type: none"> • 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.
Race equality policy	<ul style="list-style-type: none"> • Statement of policy for promoting race equality.
Collective worship	<ul style="list-style-type: none"> • Statement for arrangements for the required daily act of collective worship.
Child protection policy	<ul style="list-style-type: none"> • The academy's policy statement for safeguarding and promoting the welfare of learners at the academy reflects the guidelines set out in the Area Child Protection Committee Code of Practice.
Learner discipline	<ul style="list-style-type: none"> • Statement of general principles on behaviour and discipline and of measures taken by the principal to prevent bullying.

3.5 Academy policies and other information related to the academy

Class	Description
Published reports of Ofsted referring expressly to the academy	<ul style="list-style-type: none"> 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 academies designated as having a religious character.
Post-Ofsted inspection action plan	<ul style="list-style-type: none"> 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 academy is designated as having a religious character.
Performance data	<ul style="list-style-type: none"> Performance data supplied to the government.
Charging and remissions policies	<ul style="list-style-type: none"> 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 eg academy publications, music tuition, trips etc.
Academy session times and term dates	<ul style="list-style-type: none"> Details of academy sessions and dates of academy terms and holidays.
Health and safety policy and risk assessment	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Statement of procedures for dealing with complaints.
Performance management for staff	<ul style="list-style-type: none"> Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the principal on the effectiveness of appraisal procedures.
Recruitment policy	<ul style="list-style-type: none"> Statement on the policy for staff recruitment.
Pay, allowances and expenses for staff	<ul style="list-style-type: none"> Statement on the policy for teachers' pay. Details of allowances and expenses that can be incurred or claimed. Statement to include the total of the allowances and expenses paid to individual senior staff (senior management or leadership team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum) by reference to categories in line with the academy's policies and procedures including travel, subsistence and accommodation.

Class	Description
Staffing structure	<ul style="list-style-type: none"> Statement on the staffing structure, including the names and positions of all staff of the academy, and how they may be contacted via the academy. This includes the salaries for senior staff as defined above. These salaries are stated in bands of £10,000. For more junior posts, levels of pay are identified by salary range.
Staff conduct, discipline and grievance	<ul style="list-style-type: none"> Statement of procedure for regulating conduct and discipline of academy staff and procedures by which staff may seek redress for grievance.
Statutory academy policies	<ul style="list-style-type: none"> Statutory policies not itemised above but required by the academy, as defined by the DFE on their website www.gov.uk/government/publications/statutory-policies-for-academys
Lists and registers	<ul style="list-style-type: none"> Any information that the academy is legally required to hold in publicly available registers.

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.

5 Paying for information

- 5.1 Information published on our website is free, although you may incur costs from your internet service provider. If you do not 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. However, if your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or if the information is a priced item eg some printed publications or videos, we will let you know the cost before fulfilling your request

6 Monitoring and evaluation

- 6.1 In order to monitor and evaluate the policy, we welcome any comments or suggestions you may have about the scheme. If you want to make a comment about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the principal at the academy.
- 6.2 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 deals with formal complaints.
- 6.3 They can be contacted at:
Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745. Fax: 01625 524510.
Website: www.ico.org.uk.