connecteducationtrust.org

CONNECT EDUCATION TRUST

Freedom of Information

Academic Year 2025-2028

Version and Date		Action/Notes	Date to be Reviewed
5.0	12.07.2022	Approved by the Trust Board	3 Years – July 2025
6.0	08.07.2025	Approved by the Trust Board	3 Years – July 2028

This is the Connect Education Trust Publication Scheme on information available under the Freedom of Information Act 2000

The Trust Board are responsible for maintenance of this scheme.

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 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 and print off or available in paper form.

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. 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/ Website
- Governors' Documents and Articles of Association
- Pupils & Curriculum
- School Policies and other information related to the school

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website: www.ConnectEducationTrust.org

Registered office:
Connect Education Trust
Chesterfield Primary School
Chesterfield Road, Enfield EN3 6BG
Telephone: 01992 760678

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST**" (in CAPITALS please)

If the information you're looking for is not available via the scheme and is not on our website, you can still contact the school or 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 alternative provision.

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, 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. Classes of Information Currently Published

School Prospectus and/or Website

Class	Description
School Prospectus/ Website	The statutory contents of the school prospectus and/or website 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 Headteacher and Chair of Local Governing Body and key personnel • information about 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 SEND • 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 • the arrangements for visits to the school by prospective parents • Admissions policy/arrangements, including information about the right of appeal/ information on application numbers/patterns of successful applicants (including criteria on which applications were successful) to be published if this information is held by the school. Including a link to the Local Authority.

Governor documents and other information relating to the Trust – **this section sets out information published in the annual report and in other Trust Board documents.**

Class	Description
Governor Documents	The statutory information provided to the Trust Board and/or Local 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 Trustees and Governors for expenses • a description of the school's arrangements for security of pupils, staff and the premises • information about the implementation of the Trust policy on pupils with special educational needs and disabilities (SEND) 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 • a statement of the extent to which proposals in the post - inspection action plan have been carried into effect • Financial information for the current and previous two financial years should be available, including audit reports • Pay policy - The statement of the school's policy and procedures regarding teachers' pay. • Governors' allowances - Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors. • What our current priorities are and how we are doing; strategies and plans, performance indicators, audits, inspections and reviews i.e. performance data supplied to the government, any major proposals for the future of the school involving, for schools example, consultation on a change in school status.
Instrument of Government	• The name of the school • The category of the school • The name of the Local Governing Body/ Trust Board • The manner in which the Local Governing Body / Trust Board is constituted • The term of office of each category of member if less than 4 years • The name of anybody entitled to appoint any category of member • Details of the Trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect

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
Relationships and Sex Policy	Statement of policy with regard to relationship and sex education
Inclusion 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.
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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. If the school charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-uses Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence
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
Services we offer	Information about the services the school provides including leaflets, guidance and newsletters. Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: • Extra-curricular activities • Out of school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees • Leaflets, booklets and newsletters
Records management and personal data policies	Security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.
Asset register	We would expect some information from capital asset registers to be available, if such registers are held. • Any information the school is currently legally required to hold in publicly available registers
Equality and diversity	This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.
Safer recruitment policy	Policies and procedures for the recruitment of staff. If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
Disclosure Log	If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

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 Chief Executive Officer, Connect Education Trust and sent to the registered address.

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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 0303 123 1113
E-Mail: casework@ico.org.uk.
Website: ico.org.uk