

# Freedom of Information Policy

Approval Body:	MST Finance Committee
Approval Date:	November 2021
Implementation Date:	November 2021
Review Date:	Autumn 2023
Policy Version:	3

Version	Reviewed	Changes since last version
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1	May 2017	<ul style="list-style-type: none"><li>• Existing Policy</li></ul>
2	November 2019	<ul style="list-style-type: none"><li>• No Changes – part of two year review</li></ul>
3	November 2021	<ul style="list-style-type: none"><li>• No Changes – part of two year review</li></ul>

**This policy has been adopted by the Mulberry Schools Trust and will be applied to all schools which belong to the Mulberry Schools Trust.**

This is the Mulberry Schools Trust Publication Scheme on information available under the Freedom of Information Act 2000. *The Act has recently been updated and so this policy is currently under review.*

The Mulberry Schools Trust is 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 available for you on our website to download and print off.

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**

The Trust aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child,
- Help every child develop the skills, knowledge and personal qualities needed for life and work, and this 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 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 paper version of any of the documents within the scheme, please contact the Trust by telephone, email, fax or letter. Contact details are set out below or you can visit our website at:

[www.mulberryschoolstrust.org](http://www.mulberryschoolstrust.org)

Email: [clerk@mulberryschoolstrust.org](mailto:clerk@mulberryschoolstrust.org)

Tel: 020 7790 6327

Fax: 020 7265 9882

Contact Address: Mulberry School for Girls, Richard St, Commercial Rd, London, E1 2JP

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.

#### 5. 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.

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. Classes of Information Currently Published

**School Prospectus - this section sets out information published in the school prospectus.**

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
- the destinations of school leavers without identifying 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.

## Information relating to the local governing body and Trust Board

### Details of Governance

- The name of the MAT
- The name of the local governing body for each school
- The manner in which the board / governing body is constituted
- The term of office of each category of trustee / governor
- How trustees / governors are appointed
- A description of the ethos of the Trust and its schools
- The date of the MAT's incorporation

Details can be found on the Trust's website [www.mulberryschoolstrust.org](http://www.mulberryschoolstrust.org)

### Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

#### Home - school agreements for each school

- 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.

### Equality Policy Statement

Collective Worship Statement of arrangements for the required daily act of collective worship.

Child Protection and Safeguarding Policy Statement for 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.

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

### **Ofsted Inspection**

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 Trust'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 Trust relating to the performance management of staff and the head teacher and the report 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 for Education to the head teacher, CEO, Trust or governing body relating to the curriculum.

## **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 CEO, Mulberry Schools Trust, Commercial Rd, London, E1 2JP

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: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)