

Gateway Multi Academy Trust (GMAT)

Publication Scheme on information available under the
Freedom of Information Act 2000



Approved by:	The Board of Trustees	Date: Autumn 2019
Last reviewed on:	Autumn 2019	
Next review due by:	Autumn 2022	

The Board of Trustees, via the Executive Committee, 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 from info@romsey.hants.sch.uk or 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. 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 publication 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.

Board of Trustee Documents – information published in the Members' Annual Report and in other Local Governing Body (LGB) documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

Trust Policies and other information related to the trust - 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 school by telephone, e-mail, fax or letter. Contact details are set out below or you can visit our website at www.romsey.hants.sch.uk

Email: adminoffice@romsey.hants.sch.uk

Tel: **01794 512334**

Fax: **01794 511497**

Contact Address: **The Romsey School, Greatbridge, Romsey, Hants, SO51 8ZB**

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 isn't available via the scheme and isn't on our website, you can still contact the school 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. This will also apply to policies and other documentation which are supplied free of charge as a single request.

However when multiple requests are received a charge will be made. Where there is a charge this will be indicated by a (£) sign in the description box. The minimum charge of £5.00 to cover administrative costs will be made for such items. In addition a charge of £1.00 per copy will be made for more than two pages of copied information.

6. Classes of Information Currently Published

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

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • 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 • EYFS, Phonics, KS1, KS2, GCSE/GNVQ results in the school, locally and nationally • the number of pupils studying for and percentage achieving other vocational qualifications • the destinations of school leavers¹ after the age of 16 • 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

*Members' Annual Report (if applicable) and other information relating to the Board of Trustees— **this section sets out information published in the Governors' Annual Report and in other Board of Trustees documents.***

Class	Description
Trust Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> • details of the Board of Trustees 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 governors for expenses • a description of the school's arrangements for security of pupils staff and the premises • information about the implementation of the Board of Trustees's policy

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

	<p>on pupils with special educational needs (SEN) and any changes to the policy during the last year</p> <ul style="list-style-type: none"> • 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 • KS2 and GCSE results in the school, locally and nationally • the number of pupils studying for and percentage achieving other vocational qualifications • the destinations of school leavers¹ • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the Members, Board of Trustees and Local Governors • The manner in which the Board of Trustees is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ² of meeting of the Board of Trustees and its committees (£)	Agreed minutes of meetings of the Members, Board of Trustees, Local Governing Bodies and its committees

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 each school's responsibilities, the parental responsibilities and the pupil's responsibilities
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education
Schemes of Work	Schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education

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Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Assemblies Policy	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy	Statement of the school's rules and expectations and the actions taken to promote good behaviour
Anti-bullying policy	Statement of the actions taken to deal with bullying

*Trust and/or 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	<i>Description</i>
Published reports of Ofsted referring expressly to the school (£)	Published report of the last inspection of the school and the summary of the report
Post-Ofsted inspection action plan (£)	A plan setting out the actions required following the last Ofsted inspection
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
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy	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 Board of Trustees relating to the performance management of staff
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 Board of Trustees 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 related to this scheme then initially this should be addressed to the clerk to the governors at the school.

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.

Website : www.informationcommissioner.gov.uk