



PERRY HALL MULTI-ACADEMY TRUST

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

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 and academies, 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 (from May 2005) 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. Aims and Objectives

School Aims

Every Child Matters

Embracing the 2003 White Paper “Every Child Matters”, we aim to meet the five outcomes of its agenda, namely:-

1. Stay Safe
2. Be Healthy
3. Enjoy and Achieve
4. Make a Positive Contribution
5. Achieve economic well-being

Our intention is to create a happy and family atmosphere within each school, so that in the future every child will be able to lead a useful, purposeful and rewarding life with as much independence as possible. Each child will be looked at as a special individual and it is hoped to send out into the world an educated person who is literate, numerate, with social and moral values, able to use choice, judgement and freedom profitably.

We pride ourselves upon having a happy and co-operative ethos within our schools that helps the children to differentiate between right and wrong. This, in addition to our Behaviour Policy, encourages pupils to treat others politely and with respect and consideration. We also try to engender a good working attitude so that the children can be encouraged by praise and reward to do their best at all times.

Specific Aims

- To foster a caring, compassionate and stimulating environment in which every child can enjoy and achieve, whilst feeling safe and secure.
- To listen to, and value, every child, providing opportunities for developing independence and responsibility, thus encouraging them to make a positive contribution to school and the wider community.
- To provide a broad and balanced curriculum, where children are encouraged to work to the best of their ability, developing positive attitudes to learning, and achieving economic well-being.
- To recognise and build upon what a child brings to school from home and to work in partnership with parents, listening to and valuing their contribution, so that every child's potential is maximised, and they are prepared for transition to other educational stages.
- To encourage self discipline and acceptable behaviour.
- To help make children aware of the differences and similarities in religion, race, culture, ways of life and ability, and to encourage respect, care and consideration for others.
- To help children to gain physical co-ordination and control of their bodies and promote good health, well being, and respect for the environment.

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 as part of Governing Body meetings and other governing body documents.

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

School Policies and other information related to the schools - information about policies that relate to the schools 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, email, fax or letter. Contact details are set out below.

Perry Hall Primary School

Address: Colman Avenue
Wednesfield
Wolverhampton
WV11 3RT

Telephone: 01902 558538

Fax: 01902 558543

Email: perryhallprimary.groupemail@wolverhampton.gov.uk
Web site: www.perryhall.co.uk

Berrybrook Primary School

Address: Greenacres Avenue
Underhill
Wolverhampton
WV10 8NZ

Telephone: 01902 558556

Fax: 01902 558559

Email: berrybrookprimary.groupemail@wolverhampton.gov.uk
Web site: www.berrybrookprimary.org.uk

Dunstall Hill Primary School

Address: Dunstall Avenue
Whitmore Reans
Wolverhampton
WV6 0NH

Telephone: 01902 556417

Email: dunstallhillprimary.groupemail@wolverhampton.gov.uk
Website: www.dunstallhillprimary.com

PLEASE NOTE: Jeremy Parkes is the named contact for information requests for all schools within Perry Hall Multi-Academy Trust.

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**

If the information you're looking for isn't available via the scheme, 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.

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 in the description box by a £ sign, charges for documents will be based on number of pages required for copying.

6. Classes of Information Currently Published

School Prospectus – this section sets out information published in each school's prospectus.

Class	Description	How the information can be obtained
School Prospectus	<p>The statutory information in each school's prospectus is as follows, (other items may be included on the website 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 Executive Headteacher, Head of School 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 arrangements for visits to the school by prospective parents 	Hard copy/and/or individual school website

Governing Body Documents - This section sets out information published in school profile and in other governing body documents.

Class	Description	How the information can be obtained
School profile	<ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk • a financial statement, including gifts made to the school and amounts paid to governors for expenses • Information on pupil premium spend • a description of the school's arrangements for security of pupils, staff and the premises • information about the implementation of the governing body's policy on pupils with special educational needs (SEN) 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 	<p>Hard copy/and/or individual school website</p>
Articles of Association	<ul style="list-style-type: none"> • The name of the Academy • The Trustees of the Academy • The manner in which Directors are appointed 	<p>Hard copy/and/or individual school website</p>

	<ul style="list-style-type: none"> The manner in which the Directors and Local governing body are constituted 	
Minutes ¹ of meeting of the governing body and its committees £1	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]	On request from the Business Management Team

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the schools' curriculum.

Class	Description	How the information can be obtained
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	Hard copy/and/or individual school website
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	Hard copy/and/or individual school website
PHSE Policy	Statement of policy with regard to sex and relationship education	Hard copy/and/or individual school website
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs	Hard copy/and/or individual school website
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.	Hard copy/and/or individual school website
Single Equality Policy	Statement of policy for promoting equality	Hard copy/and/or individual school website
Collective Worship	Statement of arrangements for the required daily act of collective worship	Hard copy
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.	Hard copy/and/or individual school website

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

Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.	Hard copy/and/or individual school website
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School Policies and other information related to the schools - This section gives access to information about policies that relate to the school in general.

Class	Description	How the information can be obtained
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report.	Hard copy/and/or both school and Ofsted's website
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	Hard copy/and/or individual school website
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	Hard copy/and/or individual school website
School session times and term dates	Details of school session and dates of school terms and holidays	Hard copy/and/or individual school website
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	Hard copy/and/or individual school website
Complaints procedure	Statement of procedures for dealing with complaints	Hard copy/and/or individual school website
Staff Appraisal 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	Hard copy/and/or individual school website
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	Hard copy/and/or individual school website
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	Hard copy/and/or individual school website

Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request	Hard copy/and/or individual school website
Dates of Governors meetings	Dates of all committee meetings	On request from the Business Management Team
SIP	School Improvement Plan	Hard copy/and/or individual school website
Curriculum News letters	Outline of work to be carried out by the children in a particular term	Hard copy/and/or individual school website