



**UNITED
ENDEAVOUR
TRUST**

Policy Title: Freedom Of Information Publication Scheme
Statutory

Drafted by:	W Whelan CEO
Date of approval by Trust Board:	21.11.22
Review Date:	November 2023
Responsible for Day to Day Management:	CEO
Responsible for Review:	CEO

UNITED ENDEAVOUR TRUST
EQUALITY CHECKED

This policy/procedure seeks to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relationships between groups
- Meet requirements under the Equality Duty
- Set Equality objectives which are specific and measurable



Contents:

1. Introduction	3
2. Categories of information published	3
3. How to request information	3
4. Paying for information	4
5. Classes of information currently published	4
Academy Prospectus	4
Information relating to the Trust Board and Governing Body	4
Policies available to parents	4
Other information related to our academies – information about policies that relate to our academies in general	5
Feedback and Complaints	6

Freedom of Information Publication Scheme

This is United Endeavour Trust's Publication Scheme on information available under the Freedom of Information Act 2000.

This publication scheme conforms to the model scheme for academies approved by the Information Commissioner.

The Trust Board is responsible for maintenance of this scheme.

1. Introduction:

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 academies, should be clear and proactive about the format in which the information will be made available.

This scheme sets out:

- the classes of information which we publish or intend to publish;
- the format in which the information will be made available and
- whether the information is available free of charge or on payment.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from our academies. Some information, which we hold, may not be made public, for example personal information.

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 5 of this scheme. 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.
- Students & Curriculum – information about policies that relate to students and the academy curriculum including references to student records and incident logs.
- Academy Policies and other information related to the academy - information about policies that relate to the academy in general.

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the academy by telephone, email or letter. Contact details are set out below:

- tel: 01782 973000
- e-mail: office.trust@uetrust.org
- address: Ostend Place, Newcastle Under Lyme, Staffordshire ST5 2QY

To help us process your request quickly, please clearly mark any correspondence “FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST” (in CAPITALS please) If the information you’re looking for isn’t available via the scheme and it isn’t on our website you can still contact the Trust to ask if we have it.

4. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 5. If your request means that we have to do a considerable amount of photocopying or printing (20 or more copies), 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.

5. Classes of Information Currently Published

Academy Prospectus – this section sets out information published in each academy prospectus.

- the name, address, website and telephone number of the academy, and the type of academy
- the name of the Principal
- information about the academy's pastoral system and student involvement in school life
- information on the academy policy on admissions and transition arrangements
- a statement of the academy's aims and our statement on inclusion
- details of curriculum, extra-curricular, career guidance and extra-curricular offer
- details of our Trust

Information relating to the Trust Board and Governing Body.

Constitution Details

- The name of the Trust/academy
- The category of each academy
- The name of the Trust Board/Governing Body
- The manner in which the Trust Board/Governing Body is constituted
- The term of office of each category of Director/Governor if less than 4 years
- The name of anybody entitled to appoint any category of governor
- Details of our Trust

Agreed minutes of meetings of the Trust Board/Governing Body and its committees [current and last full academic academy year]

Policies available to parents.

Accessibility Plan

Anti-Bullying Policy

Assessment Marking Reporting Policy

Attendance Policy

Behaviour and Exclusion Policy
Careers Education, Information and Guidance Policy
Charging and Remissions Policy
Complaints Procedure
Curriculum, Teaching and Learning Policy
Determined Admissions Policy
Equality Policy
Examination Policy
Home Academy Agreement
Information and Communication Technology Policy
Literacy Policy
Looked After Children Policy
Numeracy Policy
Relationship and Sex Education Policy
Rewards Policy
Safeguarding and Child Protection Policy
Supporting Students with Medical Conditions in Academy Policy
Special Educational Needs (SEN) Policy
Whistleblowing Policy

Other information related to the academy - This section gives access to information about policies that relate to each academy in general

Published reports of Ofsted referring expressly to the academy. Published report of the last inspection of the academy and the letter to the children from the lead inspector.

Academy session times and term dates. Details of academy session and dates of academy 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 policy adopted by the governing body relating to the performance management of staff and the annual report of the CEO/Principals on the effectiveness of appraisal procedures.

Staff Conduct, Discipline and Grievance Policies for regulating conduct and discipline of academy staff and procedures by which staff may seek redress for grievance.

Curriculum statement. Agreed annually with Governors describing the curriculum structure of the academy.

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:

Chair of United Endeavour Trust Board - Ostend Place, Newcastle Under Lyme, Staffordshire ST5 2QY

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:

Enquiry/Information Line: 0303 123 1113.

Website : www.ico.org.uk

EQUALITY IMPACT ASSESSMENT POLICY CHECKLIST

Equality Impact Assessment of UET Policy						
Title of Policy	Freedom of Information Policy					
PART 1	Positive Impact – reducing inequalities					
Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied. <i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i>	How is the policy likely to have a <u>significant positive impact</u> on equality by reducing inequalities that already exist? This is an open policy setting out what is available to all equally on request.					
	Could the policy have a <u>significant negative impact</u> on equality in relation to each of the following groups or characteristics? No					
Characteristics Indicate areas of likely impact	Promote equal opportunities	Get rid of discrimination	Get rid of harassment	Promote good community relations	Promote positive attitudes	Promote/ protect human rights
D	✓	✓		✓	✓	✓
GA	✓	✓		✓	✓	✓
P	✓	✓		✓	✓	✓
R	✓	✓		✓	✓	✓
R/B	✓	✓		✓	✓	✓
S	✓	✓		✓	✓	✓
SO	✓	✓		✓	✓	✓
A	✓	✓		✓	✓	✓
M/CP	✓	✓		✓	✓	✓
Equality Impact Assessment of UET Policy	Records					
Name of person responsible for policy	Wendy Whelan					
Date of EIA of Policy	7.11.22					

A = Age, M/CP = Marriage and Civil Partnerships –applies in respect of employment framework policies

Equality Impact Assessment of UET Policy	Evidence
PART 2	
<p>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</p> <p><i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i></p>	<p>What is the evidence for your answers above? (list any quantitative and qualitative)</p> <p>Requests and responses for information under FOIA are documented and files kept for the relevant period.</p> <p>Reporting to Governors/MAT Board is routine.</p>

Equality Impact Assessment of UET Policy	Conclusion
PART 3	
Summary of findings	Reports are routinely provided to Governors/MAT Board .

Equality Impact Assessment of UET Policy	Next steps		
PART 4			
Category	Actions	Target Date	Person responsible
Next Steps – Action Plan	Ratification of policy and communications		Wendy Whelan CEO
Practical changes required to reduce adverse impact	1. None		
Monitoring and evaluation and Review (publish revised policy)	1. Annual Checkpoint Review	November 2023	Wendy Whelan CEO

