



DAYSPRING TRUST

Venerable Bede CE Academy

Freedom of Information Publication Scheme

Ratified by: Executive Headteacher
Date of review: February 2019
Date of next review: February 2021

The Dayspring Trust aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We believe that our Christian values spring from the two great commandments, 'Love God and love your neighbour'. We seek to live this out through the power of the Holy Spirit. St Paul reminds us in Galatians 5.22-23 that the fruit of the Spirit is "Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control". These are also underpinned by the Old Testament injunction to "Do justly, love mercy and walk humbly with our God" Micah 6.8. These values rooted in the Christian Faith come as a package and we aim to embed them in the life of our academies in a worked out way. We recognise that at times we may highlight particular values to bring them into greater prominence within our academies and these are currently the five values of Forgiveness, Hope, Joy, Perseverance and Wisdom. We believe these values to be in accordance with British values springing from our Judeo-Christian roots. Collective worship will play a major and vital part in assisting with this process of embedding these values in the life of our academies.

The Multi Academy Trust Members and Directors are aware of their responsibilities in law and are committed to the provision of an excellent education within its academies in accordance with our Anglican foundation. This is embraced in our Dayspring Trust vision statement:

- **Forge a supportive and challenging family of academies**
- **Provide excellent education within a strong Christian community**
- **Resource our pupils for wise and generous living**

In addition, each academy also has its own distinctive mission statement, flowing out from the vision statement of the Dayspring Trust.

At Ian Ramsey CE Academy:

"Together to learn, to grow, to serve."

This is embodied in scripture:

'Each of you should use whatever gifts you have received to serve others, as faithful stewards of God's grace in various forms.' 1. Peter 4.10

At Venerable Bede CE Academy:

"Soar to the heights together"

This is embodied in scripture:

'But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.' Isaiah 40:31

This policy has been developed to take into consideration our ethos as well as local and national policy and guidance.

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

The Board of Directors 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 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 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

Venerable Bede CE Academy aims to:

- Ensure that our Christian tradition is expressed in our values of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. These areas are addressed in our curriculum and made real in our daily living.
- Maintain the academy as a centre of learning dedicated to quality and excellence.
- Produce confident, well adjusted members of the community, with a clear sense of right and wrong.
- Ensure that each individual in the academy community is happy and cared for effectively.
- Promote a variety of teaching and learning methods where tradition and innovation are interwoven and supported by the latest technologies.
- Help pupils develop their spiritual, emotional, imaginative, intellectual and physical well being.
- Work in partnership with trustees, parents, the Church, local industry and the local communities.
- Help pupils to value themselves and their achievements.

- Facilitate the professional development of staff to meet the ever changing needs of the learner.
- Encourage members of the academy community to respect their own and others' cultures and beliefs.

and this publication scheme is a means of showing how we are pursuing these aims.

3. Classes 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 the following broad topic areas:

Academy Information – organisational information, locations and contacts.

Finance and Governance – financial information including projected and actual income and expenditure, procurement and contracts and information published in governance documentation.

What our priorities are and how we are doing – performance information, plans, assessments, inspections and reviews.

Policies and procedures – Current written protocols for delivering our functions and responsibilities.

Lists and registers – information held in registers required by law and other lists and registers relating to the functions of the Trust

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

The classes of information will not generally include:

Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.

Information in draft form.

Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

4. How to request information

Information will be provided on the academy website. If you require a paper version of any of the documents within the scheme, please contact the academy by telephone, email, fax or letter. Contact details are set out below. **[or you can visit our website at www.venerablebede.co.uk]**

Email: venerablebede@venerablebede.co.uk

Tel: **0191 5239745**

Fax: 0191 5239775

Contact Address: The Venerable Bede CE Academy, Tunstall Bank, Sunderland, SR2 OSX.

To help us process your request quickly, please clearly mark any correspondence (ie envelope and or letter) “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

If the information you are looking for is not available via the scheme [**and is not on our website**], you can still contact the academy to ask if we have it.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required.

Obligations under the disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

5. Paying for information

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Information published on our website is free, although you may incur costs from your internet service provider. If you do not 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

Academy Information – this section sets out information published on the academy website.

| Class | Description |
|------------------------|--|
| Academy Website | <p>The statutory contents of the academy website are as follows,</p> <ul style="list-style-type: none"> • the name, address and telephone number of the academy, and the type of academy • the names of the Executive Headteacher and Headteacher • information on the academy policy for admissions • a statement of the academy'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 academy's policy on providing for pupils with special educational needs • curriculum information • information on the transition process from primary to secondary academy • enrichment activities • facilities information • uniform information |

Information relating to the Board of Directors:

| Class | Description |
|---|--|
| Memorandum and Articles of Association | <ul style="list-style-type: none"> • The name of the academy • The category of the academy • The name of the Multi Academy Trust • The manner in which the Board of Directors is constituted • The term of office of each category of trustee if less than 4 years • The name of any body entitled to appoint any category of trustee • The composition of the MAT Board and Local Academy Councils • If the academy has a religious character, a description of the ethos • The date the instrument takes effect |
| Meeting Cycle | <ul style="list-style-type: none"> • Attendance at Trust Board/Finance & General Purposes/Academy Council meetings |

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

| Class | Description |
|--|--|
| Home – Academy Agreement | Statement of the academy’s aims and values, the academy’s responsibilities, the parental responsibilities and the academy’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 academy |
| Relationships and Sex Education Policy | Statement of policy with regard to sex and relationship education |
| Special Education Needs Policy | Information about the academy's policy on providing for pupils with special educational needs |
| Accessibility Plans | Plan for increasing participation of differently abled pupils in the academy’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils. |
| Single Equality Scheme | Policy which outlines how we aim not to discriminate due to race, religion, disability, gender etc. |
| Collective Worship | Statement of arrangements for the required daily act of collective worship |
| Careers Education Guidance | Statement of the programmes of careers education provided for Key Stage 3 and Key Stage 4. |
| Child Protection Policy | Statement of policy for safeguarding and promoting welfare of pupils at the academy. |
| Pupil Behaviour and Discipline Policy | Statement of general principles on behaviour and discipline and of measures taken by the academy to prevent bullying |

Academy Policies and other information related to the academy - This section gives access to information about policies that relate to the academy in general.

| Class | Description |
|--|---|
| Published reports of Ofsted referring expressly to the academy | Published report of the last inspection of the academy and the summary of the report and, where appropriate, inspection reports of religious education in those academies 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 academy is designated as having a religious character |
| Charges for Academy Activities | A statement of the academy's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example academy publications, music tuition, trips |
| Academy session times and term dates | Details of academy session and dates of academy terms and holidays |
| Health and Safety Policy and risk assessment | The 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 Directors relating to the appraisal of staff |
| Staff Code of Conduct | Statement of procedure for regulating conduct and discipline of academy 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 to the Executive Headteacher/Head of School or MAT Board relating to the curriculum |
| Annex A - Other documents | Annex A provides a list of other documents that are held by the academy and are available on request |

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, if you require further assistance, or wish to make a complaint, then initially this should be addressed to Mrs Lynne O’Leary, Executive Business Manager.

If you are not satisfied with the assistance that you receive, 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 made 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:

[Ico.org.uk/concerns](http://ico.org.uk/concerns)

Enquiry/Information Line: 0303 123 1113 or 01625 545 745

**The Venerable Bede Church of England Academy
Freedom of Information Publication Scheme
Annex A – Further documents held by the academy**

Name of Document

Accessibility Plan
Admissions Policy
Anti-Bullying Policy
Attendance Policy
Behaviour Management Policy
Careers Education and Guidance
Christian Ethos
Complaints Policy
Confidential Reporting
Child Protection
Charges for Activities
Equality of Opportunities
Health and Safety Policy
Looked After Child Policy
Relationships & Sex Education Policy
Social Inclusion Policy
Safer Recruitment
Safety in the Sun
SEND Policy
Supporting Children with Medical Conditions
Social Inclusion Policy
Safer Recruitment

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