

Freedom of Information

Guide to information available from Ferndale Primary and Nursery School under the model publication scheme

This is the Publication Scheme for Information under the Freedom of Information Act 2000 for Ferndale Primary and Nursery School and Ruskin Junior School

What is a publication scheme and why has it 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 authorities should be clear and proactive about the information they will make public.

To do this the Trust 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 school websites to download and print off or available in paper form.

Some information that 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.

Our Vision:

Is for our member schools to deliver an outstanding education for children and young people. We will ensure pupils have access to the highest standards of teaching, resources and opportunities. Our role is to oversee the leadership and vision of our member schools and develop partnerships between them. We will encourage staff from our schools to meet together and share best practice, while our students will benefit from access to joint opportunities such as shared learning, trips and events.

We are committed to ensuring that, by working in partnership, we offer an exceptional learning experience for all our pupils and prepare them for their onward journey in education.

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, referred to as 'classes.'

How to request information

If you require a paper version of any of the documents within the scheme you can contact the school directly:

Ferndale Primary and Nursery School – Website: <http://www.ferndaleprimaryschool.co.uk/> Telephone 01793 332425

Ruskin Junior School – Website: - <http://www.ruskinjuniorschool.com> Telephone 01793 332107

Alternatively you can contact the Company Secretary in the following way:

Email: admin@bluekitetrust.org.uk

Tel: 01793 332425

Contact Address: The Blue Kite Academy Trust

C/O Ferndale Primary and Nursery School

Wiltshire Avenue

Swindon, Wilts SN2 1NX

Please mark any correspondence with **PUBLICATION SCHEME REQUEST**

If the information you require is not available via the scheme and is not on the individual school's website, you can still contact us to ask if we have it.

Paying for information

Single copies of information covered by this publication are provided free unless other stated. If your request means that we have to do a lot of photocopying or printing, or pay a large postage fee we will let you know the cost before fulfilling your request.

Schedule of charges

This describes how the charges have been arrived at and are published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 15p per sheet (black and white)	Paper, use of copier and time taken by member of staff
	Photocopying/printing @ .25p per sheet (colour)	Paper, use of copier and time taken by member of staff
	Postage	Actual cost of Royal Mail standard 2 nd class

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>The Blue Kite Academy Trust (consisting of Ferndale Primary and Nursery School and Ruskin Junior School) Wiltshire Avenue Swindon Wiltshire SN2 1NX</p> <p>A company limited by guarantee, registered in England and Wales with company number 09889819.</p>	<p>School Website: www.ferndaleprimaryschool.co.uk www.ruskinjuniorschool.com www.bluekitetrust.org.uk</p> <p>or via the Company Secretary admin@bluekitetrust.org.uk</p>	<p>nil</p>
<p>Who's who in the school / names of key personnel</p>	<p>Individual school website</p>	<p>Nil</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>Individual school website</p>	<p>Nil</p>
<p>Instrument of Government</p>	<p>Individual school website</p>	<p>Nil</p>
<p>Articles of Association</p>	<p>Trust Website – Articles of Association</p>	<p>Nil</p>
<p>Academy Funding Agreement/Academy Order</p>	<p>Trust Website</p>	<p>Nil</p>
<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p>	<p>Individual school website</p>	<p>Nil</p>

Contact details for the CEO and Chair of Trustees	Trust Website - <u>Contact details</u>	Nil
School prospectus	School Office	Nil
Annual Report	<u>Trust Website</u>	Nil
Staffing structure	Hard copy kept in each school – available from HR Officer	Nil
School session times and term dates	Individual school website	Nil
Address of school and contact details, including email address.	Individual school website Included on all external correspondence	Nil
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	 <u>http://bluekitetrust.org.uk</u> Companies House Hard copies will be charged	 15p per sheet
Annual budget plan	Hard copy – Contact Trust Finance Manager	Nil
Financial statements	<u>Trust website</u> Hard copy – Contact Trust Finance Manager	Nil
Capital funding	Hard copy – Contact Trust Finance Manager	Nil
Financial audit reports	Hard copy – Contact Trust Finance Manager	Nil
Details of expenditure items over £2000 – published at least	Hard copy – Contact Trust Finance Manager	Nil

annually but at a more frequent quarterly or six-monthly interval where practical.		
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy – Contact Trust Finance Manager	Nil
Teachers Pay policy	<u>Trust website</u> – Policies and Reports Hard copy – Contact Trust Office	Nil
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy – Contact Trust Finance Manager	Nil
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy – Contact HR Department	Nil
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy - Trust Finance Manger	Nil

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>(hard copy or website)</p>	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Individual school website</p> <p>Individual school website</p> <p>Individual school website</p> <p>Hard copy – contact the Company Secretary</p>	<p>Nil</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p><u>Trust website</u></p>	<p>Nil</p>
<p>Performance data or a direct link to it</p>	<p>Individual school website</p>	<p>Nil</p>

The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy – contact the school office	Nil
Safeguarding and child protection	Individual school website Hard copy – Contact Inclusion Manager/Child Protection Officer	Nil
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy – contact Company Secretary	Up to 15p per sheet
Admissions policy/decisions (not individual admission decisions) – where applicable	Individual school website	Nil
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy – Contact Company Secretary	Nil
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <ul style="list-style-type: none"> • Pupil and Parent related policies • Staffing policies • Financial policies 	School Website - policies Trust Website – policies and reports School Office Trust Office If multiple hard copies are required there may be a charge.	Nil

Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	In the first instance please contact the school office	Nil
Charging regimes and policies. Charging Policy for Trips and Visits	School website	Nil
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Inspection	Nil
Disclosure logs	Inspection	Nil
Asset register	Inspection	Nil
Any information the school is currently legally required to hold in publicly available registers THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER.	Inspection	Nil
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	Nil

Current information only		
Extra-curricular activities	Individual school website Hard copy available from the school office	Nil
Out of school clubs	Individual school website Hard copy available from the school office	Nil
Services for which the school is entitled to recover a fee, together with those fees	Individual school website Hard copy available from the school office	Nil
School publications, leaflets, books and newsletters	Individual school website Newsletter emailed to parents Hard copy available from the school office	Nil