

Freedom of Information Act (2000) Publication Scheme

Updated: January 2019

Review date: January 2020

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

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 in paper form.

Some information which we hold may not be made public, for example personal information.

2. Aims and Objectives

The school 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 information we publish is split into categories of information known as 'classes'. These are organised into four broad topic areas:

- *School Prospectus – information published in the school prospectus.*
- *The School Profile and other information relating to the Governing Body – information published in the School Profile and in other Governing Body documents.*
- *Students & Curriculum – information about policies that relate to students and the school curriculum.*
- *School Policies and other information related to the school - 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, email, fax or letter. Contact details are set out below.

Email: admin@adeyfield.herts.sch.uk Tel: 01442 406020 Fax: 01442 406025

Contact Address: The Adeyfield Academy, Longlands, Hemel Hempstead, Herts HP2 4DE

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please). If the information you are looking for is not 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 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

School Prospectus

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

- *information about the implementation of the Governing Body's policy on students with special educational needs (SEN) and changes to the policy during the last year*
- *a description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school*

Instrument of Government

- *The name and category of the school*
- *The name of the Governing Body and how it is constituted*
- *The name of anybody entitled to appoint any category of governor*
- *The date the instrument takes effect*

Minutes² of meeting of the Governing Body and its committees

Minutes of meetings of the Governing Body and its committees for the last 2 years.

² Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Students & Curriculum Policies

- *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 students 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 school*
- *Sex Education Policy: Statement of policy with regard to sex and relationship education*
- *Special Education Needs Policy: Information about the school's policy on providing for students with special educational needs*
- *Accessibility Plans: Plan for increasing participation of disabled students in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.*
- *Equality of Opportunity Policy: Statement of policy for promoting equal opportunities.*
- *Collective Worship: Statement of arrangements for the required daily act of collective worship*
- *Personal Social Health & Economic Education Policy: Statement of the PSHEE including careers education and guidance provided.*
- *Safeguarding Policy: Statement of policy for safeguarding and promoting welfare of students at the school including Child Protection.*
- *Student Discipline: Statement of general principles on behaviour and discipline and of measures taken by the school to prevent bullying.*

7. Feedback and Complaints

If you want to make any comments about this publication scheme, if you require assistance or wish to make a complaint then this should be addressed to:

The Principal, The Adeyfield Academy, Longlands, Hemel Hempstead, HP2 4DE.

If you are not satisfied with the assistance you get or if we have not resolved your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner’s Office. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 745

E Mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk