

The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!

World-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.

By.....

Working Together

Sustaining Excellence

Transforming Learning

Freedom of Information Act



WHY IS THIS POLICY REQUIRED?

Statutory requirement

WHAT CHANGES HAVE BEEN MADE?

Additional text at the top of the policy to clarify when this policy is to be used.

WHAT IS THE IMPACT OF THIS POLICY?

Ensures compliance and clarity.

DATE: March 2021

REVIEW DATE: March 2024

Statutory trust statement to be adopted.

Rutland Learning Trust

Freedom of Information Act

The Rutland Learning Trust is responsible for maintenance of this scheme.

Please note that this policy is in relation to non-identifiable information. If a request for information is in relation to a subject, please see The Trust Data Protection (GDPR) policy.

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 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

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 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.
- *Pupils & Curriculum* – information about policies that relate to pupils 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. **or you can visit our website at www.whissendineschool.com, www.ketton-school.co.uk; www.stnciholasprimary.co.uk.**

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

If the information you’re looking for isn’t available via the scheme [and isn’t on our website], 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 our school computers – made available during a mutually convenient time.

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 – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):</p> <ul style="list-style-type: none"> • 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

Class	Description
Instrument of Government Articles of Association	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i></p>

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

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

Class	Description
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
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
Inclusion Policy	Information about the school's policy on providing for pupils with special educational needs
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.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy/Safeguarding	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form ¹	A statement of the governing body's evaluation of the school's performance.
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
School session times and term dates	Details of school session and dates of school 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
Complaint's procedure	Statement of procedures for dealing with complaints
Appraisal of 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
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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure	The school's plan for the implementation of any changes to its staffing structure following statutory review.
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
Admissions Policy	Statement of the school's policy on admissions
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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

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 or if you require further assistance or wish to make a complaint then initially this should be *addressed to the Executive Headteacher*.

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:

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

PREVENTING COPYRIGHT ABUSE

Introduction

Publishers and software companies employ highly qualified staff and spend large amounts of money to produce the books, software and videos that we use. When we specially purchase a software package, we don't actually buy the software so that it becomes our property; we actually buy the licence to use that software. If we make copies of the goods and give or sell them to other people, we are, in effect, guilty of theft (a criminal offence) and those to whom we give or sell the goods are guilty of receiving stolen property. Quite apart from that, it is short sighted of anyone to commit such a crime. The likely consequence of denying the companies the profits which they have earned is that either those companies will be forced to increase their prices or that they will go out of business and this could lead to a shortage of high quality, reasonably priced software and other goods.

Section 1 The CLA Licence

The CLA licence covers facsimile copying in paper form of extracts from books, journal and periodicals, with UK imprints and those of certain other countries, except for particular categories of work and particular works. The CLA licence also covers books and journals published before 1956 – before the establishment of ISBN/ISSN system. Copying onto OHP transparencies is not covered by the CLA licence.

For categories covered by the CLA licence the school is permitted to make copies (20 x the NOR) under Part A of the CLA licence without incurring a fee as the LA pays an appropriate fee to the CLA. Part B of the CLA licence allows for further copying at a set fee per copy and details must be recorded in a logbook. All photocopiers (including those used by pupils) except those identified for purely administrative purposes have a notice and logbook associated with them at all times.

When making copies (includes cut and pasted material) you must do the following: make a single copy and note of the 'origin' information on it, i.e., the ISBN/ISSN number, author, title, publisher and/or date. Use this master copy of duplication purposes and the 'origin' information will then appear on all copies. Record the 'origin' information in the appropriate logbook together with the total number of copies. You may copy up to 5% or one chapter of an ISBN book for immediate use in one course in any academic year – so it can be for more than one class group. Adhere to these guidelines if copying from print outs from a CD Rom which contact published material.

NB Copies made of unpublished or photocopy masters are referred to as 'others'. It is only the number of copies that needs to be recorded for this category.

It is illegal to:

- Copy illustrations in isolation of text – if part of text it is covered by the 5% rule – see later. Electrocopy material i.e.
 - Re-type and/or alter published work on a word processor or desktop publisher.
 - Scan published material (including pictures)
 - Fax published material.
 - Use OCR and scanner to copy published material.
 - Copy leaflets, including instruction leaflets and instruction manuals – these are categorised as 'grey literature' and are outside the CLA licence and permission must be sought before copying.
 - Copy material from any of the excluded categories – see following section.

Excluded Categories

If a work is excluded from the licence it does not necessarily mean that it may not be copied at all, but does mean that direct permission will have to be obtained from the publisher. Most publishers are sympathetic to honest schools. If permission is given, full bibliographic details relating to the origin of the material must be recorded on the material. Only written evidence from the copyright holder can override the CLA licence. There are certain other notable limitations to the CLA licence:

1. The Music Publishers Association has issued a Code of Practice which gives more information about the photocopying of music.
2. Newspapers often have complex copyright arrangements in that sometimes the copyright rests with the publisher depending on the assignment of original copyright. Different newspapers have different policies and therefore the respective publisher should be contacted for permission to copy. NB the Times Ed and Independent are the only newspapers covered by CLA.
3. Maps, charts and books of tables are excluded because they are vulnerable to photocopying. The Ordnance Survey has a separate licensing scheme for their own maps. For all maps, (including those used as illustrations in books) direct permission must be sought before copies are made. This is because even if the book is covered by the CLA, each map, chart or table is an individual work produced with its own copyright.

NB Ordnance Survey maps may be copied if the originals have been purchased by the School and they are to be used for educational purposes only.

4. Workbooks, work cards and assignment sheets are intended to be used once and then discarded and new copies purchase if required. The purchase price reflects this one-off use. If photocopies could be made of the blank work cards this would destroy the market for originals.
5. Published Tests and Public exam papers often include extracts from copyright works for which there is no legal requirement for permission to be sought from the copyright owner provided that the extracts are only used in examination papers. However, the examining boards do not have the authority to permit re-copying of those extracts and therefore cannot license CLA to include examination papers in the licensing scheme. Test paper publishers do not want their works copied because of issues of confidentiality and the proper administration of the tests. NB Crown Copyright, SATS papers and NC – these may be copied without obtaining permission (if it does not say otherwise) for educational use only. The origin and crown copyright must still be acknowledged.
6. Privately owned documents issued for tuition purposes usually form a part of home-study courses for which an overall fee is paid in return for other services as well as the teaching material. Colleges which provide these courses may not wish the material to be used other than as an integral part of one – of their own courses; therefore, this category of work is not covered by the licence. NB Open University and National Extension College Publications do come under the CLA Licence.
7. House Journals and other free publications primarily for employees of commercial business, industrial undertakings or public services are not believed to be copied much outside the establishments which publish them mainly for internal use.
8. Any excluded works that display a stipulation that they may not be copied under the CLA licence or works not listed as not participating in the Licensing Scheme. Some original copyright owners print a notice on the publication prohibiting copying under the CLA Licence. Others still do not print a notice on their publication but are listed as not participating in the CLA scheme. As it stands the list must be consulted. NB Some booklets of past Scottish examination papers have a special notice excluding them from the licence.
9. The copying of video tapes is illegal as is the showing of hired videos to a public audience – this includes pupils. The showing of purchased video tapes is usually permitted but it is wise to check the copyright notes on the tape themselves.
10. Software may be copied for purely archive reasons as indicated in the appropriate software licence and for no other purpose.

All reasonable steps should be taken to ascertain the identity and origin of any material that is to be copied and thereby acknowledge the original copyright owner. Plagiarism must be avoided. If the original copyright owner cannot be identified, then a note should be added stating that 'Bibliographic details can no longer be traced'.

Freedom of Information Publication Scheme
Annex A – Further documents held by the school

Name of Document

Description