



Freedom of Information Publication Scheme

Policy Preface

Northumberland Church of England Academy Trust is a Christian learning environment at the heart of its communities. We promote care and respect, and expect high standards in all aspects of our Trust life.

As a Church of England Academy Trust, we aim to build communities clearly based on the Christian values of love, forgiveness and reconciliation, integrity and the unique value of each individual. We aim to build self-esteem, model conflict resolution, protect the weak and are committed to justice and compassion. Mutual respect and trust are central within the Academy Trust.

Lead Person:	Director of Central Services
Creation date:	
Version	4.0
Last updated and approved:	May 2018
Next review due by:	November 2019
Approved by:	CEO
Statutory Requirement:	Yes
Linked to:	GDPR





Northumberland Church of England Academy Trust

Freedom of Information Publication 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 is that public authorities, including academies since January 2011, should be clear and proactive about the information they will make public.

To do this we have produced this 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. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The aim of the Trust is to provide an excellent education for the community we serve, supporting the achievement of the Trust's mission and in keeping with its Christian foundation.

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 7 of this scheme.

4. How to request information

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

Email: Alison.alden@ncea.org.uk

Tel: 01670 816111

Fax: 01670 522565

Contact Address: Northumberland Church of England Academy
Josephine Butler Campus
Academy Road
Ashington NE63 9FZ

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, you can still contact the Academy 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 cafe. All the information is available in hard copy, but may incur a charge.

The schedule of charges for hard copies and postage is posted below.

6. Classes of Information Currently Published Academy Prospectus

Who we are and what we do		
Who's who in the Academy	Available on website	No Charge
Academy Prospectus	Available on website	No Charge
Term Dates	Available on website	No Charge
The Governors	Available on website	No Charge
Instrument of Governance	Available in paper copy	Schedule of Charges
Annual Review	Available on website	No Charge
Academy Funding Agreement	Available in paper copy	Schedule of Charges
GCSE results	Available in paper copy	Schedule of Charges

What we spend and how we spend it

Annual budget plan and financial statements	Available in paper copy	Schedule of Charges
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Capital Funding	Available in paper copy	Schedule of Charges
Additional Funding	Available in paper copy	Schedule of Charges
Procurement and contracts	Available in paper copy	Schedule of Charges
Pay Policy	Available in paper copy	Schedule of Charges
Staffing and grading structure	Available in paper copy	Schedule of Charges
Governors' allowances	Available in paper copy	Schedule of Charges

What are our priorities and how are we doing

Trust Profile <ul style="list-style-type: none"> • Government Supplied Performance data • Latest Ofsted Reports 	Link on website Link on website	Schedule of Charges No charge
Trust Strategic Development Plan	Available in paper copy	Schedule of Charges
Safeguarding	Link on website	No charge

How we make decisions

Minutes of Trust/Governor Meetings	Available in paper copy	Schedule of Charges
Admissions policy and decisions in general	Link on website	No charge

Lists & Registers

Curriculum Circulars and Statutory Instruments sent to NCEA Trust	Available in paper copy	Schedule of Charges
Disclosure Logs	Available in paper copy	Schedule of Charges
Asset Register	Available in paper copy	Schedule of Charges
Any information the Trust is currently legally required to hold in publicly available registers. (This does not include attendance registers.)	Available in paper copy	Schedule of Charges

The services we offer		
Extra –Curricular activities	Link on website	No Charge
Out of Academy clubs	Link on website	No Charge
Trust/School publications	Link on website	No Charge
Leaflets, books and newsletters	Link on website	No Charge
Services for which NCEA is entitled to recover a fee, together with those fees	Link on website	No Charge

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

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the Schools' curricula.

Accessibility Plans	Link on website	No Charge
Anti-bullying	Link on website	No Charge
Attendance and Punctuality	Link on website	No Charge
Behaviour Management	Link on website	No Charge
Charging and Remissions	Link on website	No Charge
Complaints Procedure	Link on website	No Charge
Curriculum Policy	Link on website	No Charge
E-learning and ICT	Link on website	No Charge
Equality and Diversity	Link on website	No Charge
Exams Entries	Link on website	No Charge
Grievance Policy	Link on website	No Charge
Health & Safety Policy	Available on request	No Charge

Home - School agreement	Available on request	No Charge
Literacy	Link on website	No Charge
Medical Treatment of Learners	Link on website	No Charge
Pay	Available on request	No Charge
Performance Management of Staff	Link on website	No Charge
Records Management	Link on website	No Charge
Religious Education	Link on website	No Charge
Sex Education	Link on website	No Charge
Special Education Needs	Link on website	No Charge
Safeguarding and Child Protection	Available on request	No Charge

Schedule of Charges	
Disbursement cost (Based on actual cost to NCEA)	Photocopying/printing Black & White @ 3p per sheet Colour @ 10p per sheet
	Postage at standard Royal Mail 2 nd class rates
Statutory Fee	In accordance with relevant legislation

9. 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:

CEO
Northumberland Church of England Academy Trust
Josephine Butler Campus,
Academy Road,
Ashington,
NE63 9FZ.

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***

or

Enquiry/Information Line: 0303 123 1113 (local rate) or 01625 545 745

Email: casework@ico.org.uk.

Website: www.ico.org.uk