

The St Neots Learning Partnership

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

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. Much of this information is available via our websites:

- www.snlp.org.uk (general)
- www.longsands.cambs.sch.uk (Longsands-specific)
- www.ernulf.cambs.sch.uk (Ernulf-specific)

All information in our publication scheme is available in electronic form or as paper copy.

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. Purpose and Values

The core purpose of the Learning Partnership is *to secure the best possible experience, learning and outcomes for each young person for whom we have responsibility.*

We value:

- care and respect for self and others;
- honesty;
- creativity;
- clear and open communication;
- high aspirations and the determination to fulfil them;
- strong relationships and shared goals achieved through teamwork.

Desired Outcomes

Working in partnership with students, their families and the wider community, we believe that each young person should:

- be safe;
- be healthy;
- give and receive respect as an individual;
- enjoy and achieve in school and beyond;
- develop the confidence, skills and attitudes necessary for economic well-being;
- understand their rights and responsibilities as citizens and the importance of making a positive contribution to society;
- develop moral awareness, cultural understanding and appreciation of diversity.

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

3. Limitations

The Partnership will make information available as set out in this document.

Information that cannot be made available includes:

- information not held by the Partnership;
- information that is exempt under the Freedom of Information Act or Environmental Information Regulations, or release of which is prohibited under another statute;
- information that is archived, out of date (i.e. usually more than two years old) or otherwise inaccessible;
- information that it is impractical or would be resource-intensive, eg because it would necessitate employing staff for additional hours, to prepare for routine release.

4. Categories of Information Published

The publication scheme guides you as 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.

5. How to Request Information

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

Ernulf Academy
Barford Road
Eynesbury
St Neots
Cambs
PE19 2SH

Tel: 01480 374748
Fax: 01480 375150
enquiries@ernulf.cambs.sch.uk

Longsands Academy
Longsands Road
St Neots
Cambs
PE19 1LQ

Tel: 01480 353535
Fax: 01480 375757
enquiries@longsands.cambs.sch.uk

The St Neots Learning Partnership
C/O Longsands Academy
Longsands Road
St Neots
Cambs
PE19 1LQ

Tel: 01480 353535
Fax: 01480 375757
enquiries@longsands.cambs.sch.uk

To help us process your request quickly, please clearly mark any correspondence.

PUBLICATION SCHEME REQUEST

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. The list of documents shown in Section 7 is not exhaustive.

6. Paying for information

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 7. 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.

We will let you know in advance if copy charges are likely to be in excess of £3.

7. Classes of Information Currently Published

Prospectus

Class	Description
Academy Prospectus (Ernulf; Longsands)	The statutory contents of the Prospectus are as follows, (other items may be included in the prospectus at the school's discretion): <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; (summary of) the accessibility plan covering future policies for increasing access by those with disabilities to the school.
Statement of Purpose, Values and Outcomes	Statement of the fundamental purpose and values of the Partnership and the desired outcomes for all students.

Information relating to the Governing Body

Class	Description
Articles of Association	<ul style="list-style-type: none"> • The name of the Governing Body • The manner in which the governing body is constituted • The term of office of each category of governor • Other details about the function of the Governing Body
Minutes ¹ of meeting of the governing	Agreed minutes of meetings of the Governing Body and its Committees [<i>current and last full academic school year</i>]

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

body and its committees	
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Pupils & Curriculum Policies

Class	Description
Home – School agreement	Statement of the school's responsibilities, parental responsibilities and the school's expectations of its pupils
Curriculum Policy	Incorporated into the Statement of Purpose, Values and Outcomes
Sex Education Policy	Statement of policy with regard to sex and relationship education
Learning Support 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.
Equality Policy	Statement of policy on all equality issues, e.g. gender and race
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken to prevent bullying. (Please see also Anti-Bullying.)
Anti-Bullying Policy	Statement of principles and practice adopted in relation to the prevention of and response to bullying

Other Information Related to the Partnership

Class	Description
Published reports of Ofsted referring expressly to each Academy	Published report of the last inspection and, where available, subject reports

Charging and Remissions Policies	A statement of the Partnership'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	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
Complaints Procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the Governing Body relating to the performance management of staff
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' and support staff pay including procedures for determining teachers' grievances in relation to their pay.
Curriculum Circulars and Statutory Instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or governing body relating to the curriculum in the past two years
Admissions Policy	Statement of the Partnership's policy on admissions for each Academy.

8. 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 Principal at either of the Academy addresses shown.

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, please write to or contact 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: 01625 545 745

Website : www.ico.gov.uk

