



Freedom of Information Policy

Document Name	Date of Issue	Date of Revision
Freedom of Information Policy		
- V1.0 DCC Model adopted for SET use	October 2015	October 2020

The Directors have paid due regard to the impact of all aspects of equality in the writing of this policy

This is the Trust Publication Scheme on information available under the Freedom of Information Act 2000. The Board of Directors is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

- 1.1 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
 - Whether the information is available free of charge or on payment.
- 1.2 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you on our website to download and print off.
- 1.3 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

- 2.1 The Trust 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
- 2.2 This publication scheme is a means of showing how we are pursuing these aims

3. Categories of information published

- 3.1 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.
- 3.2 The classes of information that we undertake to make available are organised into four broad topic areas:
- School Admissions - information published about a school in the Trust to assist parents' choice of school
 - Trust Board and Governors' Documents - information published in Trust Board and local governing body documents
 - Pupils & Curriculum - information about policies that relate to pupils and the school curriculum
 - Trust Policies and other information related to the Trust - information about policies that relate to the Trust and its schools in general.

4. How to request information

- 4.1 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

To Contact:	Telephone	Email	Website
Trust	01929 480428	office@corfecastle.dorset.sch.uk	www.saturneducation.org.uk
Corfe Castle CE Primary School	01929 480428	office@corfecastle.dorset.sch.uk	www.corfecastle.dorset.sch.uk
Swanage St Marks CE Primary School	01929 422949	office@stmarksswanage.dorset.sch.uk	www.stmarksswanage.dorset.sch.uk
Wareham St Mary CE Primary School	01929 552517	office@warehamstmary.dorset.sch.uk	www.warehamstmary.dorset.sch.uk

- 4.2 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

- 5.1 Information published on our website is free, although you may incur costs from your internet service provider. If you don't have the internet, you can access our website using a local library or an Internet café.
- 5.2 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.

6. Classes of information currently published

School Admissions

- 6.1 This class includes the policy for admissions and the prospectus which is published by each school during the school year immediately preceding the admissions school year. The prospectus will be published at least six weeks before the final date by which parents are asked to apply for admission or to express a preference.

The Trust Board and Local Governing Body Documents

- 6.3 These class relates to the operation of the Trust Board and the Local Governing Bodies including:

- the Memorandum of Association and Articles
- the Funding Agreement with the Secretary of State
- the Annual Report and Accounts
- the Financial Management and Governance Evaluation
- the Scheme of Delegation
- the list of Trust Members and Directors
- agreed minutes of meeting of the Trust Board and its committees.

Pupils and Curriculum

6.4 This class includes the policies that relate to pupils and the school curriculum, including:

- the ethos and values of the school.
- the impact of Pupil Premium funding.
- the impact of School Sports funding.
- Home Learning Policy and Home-school agreement.
- Curriculum Policy.
- Sex Education Policy.
- Special Education Needs Policy
- Collective Worship Policy
- Child Protection Policy.
- Technology Safety Policy
- Behaviour (including Bullying)Policies
- Attendance Policy
- Published reports from OFSTED.

Trust Policies

6.5 This class gives access to information about policies that relate to the Trust in general and each of its schools.

- Charging and Remissions Policies
- School session times and term dates.
- Health and Safety Policy
- Complaints procedure
- Whistleblowing Policy
- Lettings Policy
- Data Protection Policy
- Complaints Policy
- Director and Governor Allowances Policy.

7. Feedback and complaints

7.1 We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to the Chief Executive Officer, Saturn Education Trust, c/o Corfe Castle CE Primary School, East Street , Corfe Castle, Dorset BH20 5EE.

7.2 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 at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone helpline - 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Web: <http://ico.org.uk/>

Or email: casework@ico.org.uk