



## CHRISTUS CATHOLIC TRUST

### FREEDOM OF INFORMATION ACT 2000

### PUBLICATION SCHEME

*The Christus Catholic Trust wishes to build a welcoming community of faith that has Christ at the centre, where all within our schools' communities have a love of God and a love of one another. Prayer and liturgy will shape our daily life.*

# **The Christus Catholic Trust Publication Scheme on information available under the Freedom of Information Act 2000**

## **1. Introduction**

This is the Christus Catholic Trust's Publication Scheme on information available under the Freedom of Information Act 2000.

The Board of Directors of the Trust is responsible for the overall implementation of the scheme.

## **2. What a Publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (referred to as FOIA in the rest of this document) is that public authorities, including all academies and Multi Academy Trusts, 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/made available; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is either available for you on the Trust's or each of our academies' websites to download and print off, or available in paper form. Throughout this document the word academy and school are interchangeable.

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.

## **3. Categories of information published**

The publication scheme guides you to information that 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 for each Academy in the MAT – *information published in the school prospectus.*
- Information relating to the Directors and Local Governing Committees (LGCs) – *the establishment and constitution of the Board of Directors and other Local Governing Committees documents.*
- 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 each school in general.*

#### 4. How to request information

To be valid any requests for information must be in writing (including fax and email) and has the name and correspondence address of the enquirer and has details of the information required.

If you require a paper version of any of the documents within the scheme, please contact the relevant school by email or letter. Alternatively you can visit the Trust and/or each school's website where many of the documents are available and may be printed off.

Christus Catholic Trust contact details are set out below:

Email: [CESL@christus.org.uk](mailto:CESL@christus.org.uk)

Registered Office : St Teresa's Catholic Primary School, Elsenham Crescent, Basildon, SS14 1UE

To help us process your request quickly, please clearly mark any correspondence “**FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST**” (in CAPITALS please) and detail any school within the Trust of which you are particularly interested

If the information you are looking for is not available via the scheme and it is not on our websites, you can still contact us to ask if we have it.

#### 5. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise.

If your request means that we have to do a considerable amount of photocopying or printing, or have to pay a large postage charge, or your request 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 Prospectus** – this section sets out information published in each school prospectus.

Class	Description
<b>School Prospectus**</b>	<p>The contents of the school prospectus include (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• a description of the arrangements for the admission of pupils;</li> <li>• information about the implementation of the LGC's policy on pupils with special educational needs (SEN);</li> <li>• a description of the religious nature of the school;</li> <li>• details of the school day, organisational structure and facilities;</li> <li>• details on the curriculum, teaching and learning;</li> <li>• details on uniform expectations;</li> <li>• term dates</li> <li>• public examination results</li> </ul>

**Information relating to the Directors and LGCs**– this section describes documents relating to the academy and the governing body.

Class	Description
<b>Funding Agreement**</b>	<p>The agreement with the Secretary of State for Education to establish and support a multi academy trust (MAT) named Christus Catholic Trust. It covers</p> <ul style="list-style-type: none"> <li>• The legal agreement establishing the MAT</li> <li>• The characteristics of the MAT</li> <li>• The conditions of the funding paid to the MAT by the Department of Education</li> </ul>

	<ul style="list-style-type: none"> <li>• The financial and accounting requirements for the MAT</li> </ul>
<b>Articles of Association**</b>	<p>A document that establishes the constitution, powers and governance of an academy. It covers</p> <ul style="list-style-type: none"> <li>• The Object of the Academy Trust</li> <li>• The powers of the Academy Trust</li> <li>• The Members of the Academy Trust</li> <li>• General Meetings of the Academy Trust</li> <li>• The constitution of the Directors and the appointment and powers of the Directors</li> <li>• The preparation and filing of annual accounts</li> <li>• The preparation and filing of an annual return</li> </ul>
<b>Minutes<sup>1</sup> of meeting of the Directors, LGCs and committees</b>	Agreed minutes of meetings of the Directors and LGCs and committees <i>[current and last full academic school year]</i>

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

<b>Class</b>	<b>Description</b>
<b>Home – school agreement</b>	Statement of each school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
<b>Curriculum information**</b>	Information regarding secular curriculum subjects and religious education and schemes of work and syllabuses currently used by each school
<b>Sex and Relationships Education Policy**</b>	Statement of each school's policy with regard to sex and relationships education
<b>Special Education Needs Policy**</b>	Information about each school's policy on providing for pupils with special educational needs

<b>Disability Equality Policy and Accessibility Plan**</b>	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
<b>Equality Policies**</b>	Statement of policies for promoting equality
<b>Collective Worship**</b>	Statement of arrangements for the required daily act of collective worship
<b>Safeguarding (Child Protection) Policy**</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school
<b>Behaviour for Learning policy**</b>	Statement of general principles and procedures on behaviour and discipline

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

<b>Class</b>	<b>Description</b>
<b>Published reports of Ofsted referring expressly to the school**</b>	Published report of the last inspection of the school and inspection reports of religious education in the school
<b>Ofsted inspection Self- Evaluation Form<sup>1</sup></b>	A statement of the LGB's evaluation of the school's performance (£)
<b>Charging and Remissions Policy**</b>	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
<b>School session times and term dates**</b>	Details of school session and dates of school terms and holidays
<b>Health and Safety Policy and risk assessment</b>	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 (£)
<b>Complaints procedure**</b>	Statement of procedures for dealing with complaints

<b>Performance Management of Staff</b>	Statement of procedures adopted by the Directors relating to the performance management of staff and the annual report of each head teacher on the effectiveness of appraisal procedures
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Pay Policy</b>	Statement of the Trust's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay
<b>Curriculum circulars and statutory instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher, CSEL, Directors or LGC relating to the curriculum
<b>Admissions policy**</b>	Statement of each school's policy on admissions

\*\* Information available on School's and /or Trust website

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

(£) Cost to provide

## 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 require further assistance or wish to make a complaint then initially this should be addressed to:

CESL, Christus Catholic Trust  
c/o St Teresa's Catholic Primary School, Elsenham Crescent, Basildon, SS14 1UE

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 a formal complaint needs to be made, then this should be addressed to the Chair of Christus Catholic Trust, Board of Trustees at the above address.

If this does not resolve the issue, you may submit a formal complaint to the Information Commissioner's Office. The ICO 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.