



HEARTS ACADEMY TRUST

Freedom of information Publication Scheme

Adopted: December 2016
To be reviewed: December 2019

HEARTS Academy Trust is committed to providing a happy, caring and safe learning environment for all within a values led context, where everyone feels valued and grows in confidence and independence.

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in, learning and a resilience and hope which supports us through challenging times.

Great value is placed on pupils' self **ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.

We foster **RESPECT and RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment. They are also taught to take full responsibility for their own choices and responsibility for themselves and their community.

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.

We develop **SPIRITUALITY and SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.



Children at the HEART

1. Introduction

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 that 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 that 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 Trust aims to:

1. Develop children's physical, intellectual, creative, emotional and social skills.
2. Build children's confidence and encourage their independence
3. Establish good home/school relationships
4. Provide a happy and stimulating learning environment
5. Build on existing skills and experiences, ensuring progression and continuity in children's learning
6. Offer a broad and balanced curriculum through a variety of teaching approaches
7. Meet the needs of individual children
8. Provide a calm, happy, safe and stimulating environment to facilitate the transition to school life
9. Provide access to adults who will stimulate, challenge, extend and motivate them creatively and with sensitivity
10. Encourage positive attitudes towards learning
11. Develop communication skills
12. Acquire knowledge, skills and concepts from direct proactive experience and sensory exploration
13. Experience success, achievement and a sense of self worth
14. Develop children's ability to work and play harmoniously together

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
- *Governors’ Documents* – information published on the Trust website and in other governing body documents
- *Pupils and Curriculum* – information about policies that relate to pupils and the school curriculum
- *Trust Policies and other information related to the school* – information about policies that relate to the Trust in general.

4. How to request information

Many of the documents are available the Trust and school websites. You will find our website at www.heartsacademytrust.co.uk.

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

	Address	Telephone	Email address
HEARTS Academy Trust	2 Mount Road Wickford SS11 8HE	01268 572672	admin@heartsacademy.uk
Briscoe Primary School & Nursery	Felmores End Pitsea SS13 1PN	01268 727751	briscoe.admin@heartsacademy.uk
Stambridge Primary School	Stambridge Road Stambridge SS4 2AP	01702 544369	stambridge.admin@heartsacademy.uk
Waterman Primary School	The Boulevard Rochford SS4 1QF	01702 546237	waterman.admin@heartsacademy.uk
Wickford Church of England School	Mount Road Wickford SS11 8HE	01268 733297	wickfordcofe.admin@heartsacademy.uk

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

If the information you are looking for is not available via the scheme and is not 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 a local library or an internet café.

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.

Classes of Information Currently Published

Class	Description
School Prospectus	<p>The 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"> • The name, address and telephone number of the school • Information on the school policy on admissions • A statement of the school's ethos and values • Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils. • Information about the school's policy on providing for pupils and with special educational needs • The arrangements for visits to the school by prospective parents

Class	Description
Governance	<ul style="list-style-type: none"> • Details of the Members, Directors and Governors, including contact details for the Chair • The names of the schools • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • Annual financial statements • Funding agreements • Register of significant control • Register of business interests

Pupils and Curriculum Policies	Description
Admissions Policy	Statement of the priority admissions criteria for admission to Trust schools.
Behaviour and anti-bullying Policy	Statement of general principles on behaviour and discipline and of measures taken to prevent bullying.
Child Protection Policy	Statement of policy for safeguarding and promoting the welfare of pupils across the Trust.
Equality Statement	A statement of policy for promoting equality in all areas.
Inclusion Policy	Information about the school's policy on providing for pupils with special educational needs and disabilities
SEN information report	Information about the profile of the SEN provision within the schools.
Sex education Policy	Statement of policy with regard to sex and relationship education

School policies and other information	Description
Accessibility Plans	Plans for engaging and increasing the participation of less abled pupils in the school curriculum, improving access to the environment and improving delivery of the curriculum to less abled pupils and parents/carers.
Charging and remissions policy	A statement of the Trust's policy with respect to charges and remissions.
Complaints Procedure	Statement of the process to be undertaken if making a complaint to schools within the Trust.
Health, safety and wellbeing policy	A policy with respect to health and safety at work of employees and all other stakeholders and arrangements for carrying out the policy
KS2 statutory tests	Information relating to the end of Key Stage 2 statutory tests
Performance data	Information relating to the progress, attainment and attendance of pupils
Privacy Notice	Statement of who the school shares information with.
Published Ofsted reports	Published report of the last inspection of the school, if inspected as an academy.
Pupil Premium allocation and impact statement	Report detailing the pupil premium received, how it has been spent and the impact it has had on vulnerable pupils.
Pupil Premium plans for expenditure	Report detailing the pupil premium received in the current year and how it is planned to utilise the funding.
School session times and term dates	Details of school session and dates of school terms and holidays
Sports grant allocation and impact	Report detailing the sports grant received, how it has been spent and its impact.
Sports provision	Statement of the sports provision within each school.
Statutory documents	Any other statutory documents that are required to be published by the Dfe and EFA.

6. 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:

**Business Manager
HEARTS Academy Trust
2 Mount Road
Wickford
SS11 8HE**

If you are not satisfied with the assistance that you receive 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 Commissioners 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**
Enquiry /Information Line: 0303 123 1113 or 01625 545 700
Fax: 01625 524510
Email: casework@ico.org.uk