

Thomas Telford Multi Academy Trust



Freedom of Information Act Policy

November 2023

Introduction

One of the aims of the Freedom of Information Act 2000 is that public authorities should be clear and proactive about the information they will make public. To do this we must produce a publication scheme (Annex A), 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 either available on our website to download or can be made available in paper form.

Some information which we hold may not be made public, for example personal information about students and staff.

This publication scheme conforms to the model scheme for Academies approved by the Information Commissioner.

Thomas Telford Multi Academy Trust (“TTMAT” or “the Trust”) Aims and Objectives

The key aim for TTMAT is to provide academic environments where students have the opportunity to achieve their personal best and where individual talents, in all forms, can be maximised. Students enjoy conditions that enable them to be successful and confident learners who make progress. Each Academy in the Trust offers a broad and balanced curriculum that includes the national curriculum and opportunities to specialise in certain fields, such as Business, Physical Education, Science and Technology. From primary age students benefit from a curriculum design which promotes both independence and teamwork, encouraging children to take ownership of their own learning, making choices in the way they present their work, how they research and who they work with. In the post-16 phase, a broad spectrum of vocational and academic options are available to suit all abilities and wide-ranging ambitions, giving students the best possible conditions from which they can secure their chosen pathways to future employment.

The day-to-day role and autonomy of the Heads within TTMAT remains unchanged and he/she continues to be the independent lead of their own Academy. The Heads are accountable to the Local Governing Board (“LGB”), controlling their own staff appointments and budgets with support from the TTMAT Director of Finance. It is the responsibility of the Heads to support and develop their staff and to request collaborative support from colleagues in the Trust or from Thomas Telford School, if required.

Each Academy maintains its own identity, heritage and uniqueness which are symbols of their individual success. They retain their existing names and logos and continue to serve their local communities. The Academies adopt the Thomas Telford Template through the “Memorandum of Cooperation” which provides each Academy with the flexibility to organise its curriculum provision and shape the educational conditions. This supports students to grow in to confident, articulate and responsible adults with the skills necessary to function in modern society. A special needs provision, with internal counselling support for those who are most vulnerable, operates and there is mutual cooperation, where practicable, with shared in-house referral units for hard to place students and to assist the Academies to reduce the number of permanent exclusions.

Careers education is a key feature for the Academies and the established joint provisions which are already in place have been further expanded under TTMAT. The requirement for all secondary schools and academies to promote apprenticeship opportunities is an area of significant focus. Part of the goal is that all students within TTMAT secure a destination at the end of Year 11 or Sixth Form and that there are no NEETs.

Economies of scale possibilities are routinely reviewed to secure best value for money and the practice of combining roles, where prudent to do so, is a feature. The systematic overview of policy and procedural documentation to achieve commonality is a process, which operates effectively, and ensures consistency is achieved, where practicable, and that experiences are shared.

Categories of information published

The publication scheme provides a guide to the information which we currently publish (or have recently published) or which we will publish in the future. This is divided into categories of information known as 'classes' which are contained in Part A of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- **Who we are and what we do** – including information published on our website.
- **Information relating to the Trust Board**
- **What we spend and how we spend it**
- **Students & curriculum** – information about policies that relate to students and each Academies curriculum.
- **TTMAT policies and other information related to our Academies**

How to request information

If you require a paper version of any of the documents within the scheme, please contact TTMAT by telephone, email, or letter. Contact details are set out below or you can visit our website: www.ttmat.net

Ms F Seddon
Thomas Telford School
Old Park
Telford
Shropshire
TF3 4NW
Email: fseddon@ttsonline.net

Tel: 01952 200000

If the information you are looking for is not available via the scheme and is not on our website, you can write to the Trust to ask if we have it.

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.

Single copies of information covered by this publication are provided free unless stated otherwise in part A. If your request means that we have to do a significant amount of photocopying or printing,

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. As a public authority, we may also charge for staff time to prepare and communicate information and will refer to the Information Commissioner's Office for guidance on what level is appropriate.

To see a breakdown of information available within each class please below;

Freedom of Information Publication Scheme

Classes of Information Currently Published

Who we are and what we do – Organisational information, structures, locations and contact

Class	Description
Who we are and what we do	<ul style="list-style-type: none"> • name, address and telephone number of the Trust. • name of the Executive Advisor • management structure • information on the policy for Year 7 and Sixth Form admissions for each of our academies • a statement of the Trust's aims and objectives.

Information relating to the Trust board

Class	Description
Instrument of Governance	<ul style="list-style-type: none"> • name of the Trust • the manner in which the Trust Board is constituted • the term of office of each category of Trustee if less than 4 years • the name of any person entitled to appoint any category of Trustee
Minutes 1[1] of meeting of the Trust Board and its committees	<p>Agreed minutes of meetings of the Trust Board and its committees (current and last full academic year)</p> <p>Available in redacted and hard copy format only</p>

What we spend and how we spend it

Class	Description
-------	-------------

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

What we spend and how we spend it	<ul style="list-style-type: none"> • Annual Report and Financial Statements • Gender Pay Analysis Report <p>Published on TTMAT Website</p>
--	--

Students & curriculum - This section gives access to information about policies that relate to students and each academies curriculum

Class	Description
Student and parent charters	Statement of each Academies aims and values, the parental responsibilities and each Academies expectations of its students for example homework arrangements
Uniform policy	Information about each Academies policy towards student dress.
Admissions	Admissions policies for entrance to Year 7 and Sixth Form for each Academy.
Careers education and guidance	Information about each Academies policy towards careers education and guidance.
Special education needs policy	Information about each Academies policy on providing for students with special educational needs
Child protection policy	Statement of policy for safeguarding and promoting welfare of students at each Academy.
Behaviour and exclusion policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher at each Academy to prevent bullying.

Academy policies and other information related to each Academy - This section gives access to information about policies that relate to each Academy in general.

Class	Description
Published reports of Ofsted referring expressly to each Academy	Published report of the last inspection of each Academy and the summary of the report.
Academy session times and term dates	Details of each Academies sessions and dates of each Academies terms and holidays.
Health and safety policy and risk assessment	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

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 then initially this should be addressed to the Executive Advisor.