

Bolton Impact Trust's Publication Scheme

Information available under the
Freedom of Information Act 2000

Reviewed By	Rebecca Leonard – Director of Academy Operations
Last Reviewed	June 2023
Approved by/when	Trust Board – June 2023
To be reviewed	June 2025

The Trust Board is responsible for maintenance of this scheme.

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. 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 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

The Bolton Impact Trust, although made up of several specialist academies, has a simple goal of serving our pupils by offering high quality personalised education. Together with partners, other agencies, parents and the local authority, we aim to create learning environments that are innovative, motivational and impactful on children's lives. We will strive to do this by offering learning packages that are relevant to each child, that inspire them to want to learn more and that encourage them to become lifelong learners. Academic programmes, vocational learning opportunities and enrichment activities are central to our curricular offer. Our aim is to inspire every young person to acquire the knowledge, skills and experience necessary, both inside and outside the traditional classroom environment, to fulfil their true potential. Developing self-esteem, confidence and resiliency will be major goals for us and preparing our young people to enjoy worthwhile and fulfilling lives back in their own communities after attending the Bolton Impact Trust will be a crucial part of our work.

We are a Trust who are proud of our core beliefs and values:

We believe everyone can achieve.

We inspire a love of learning

We transform potential into long-lasting success.

Our vision is based on key principles:

- ✓ That all pupils receive a high quality, personalised education Re-direction, fresh start and re-integration
- ✓ Raising pupil aspiration and ambition so that all of our pupils secure positive progression routes Behaviour modification, social and emotional support and alternative methodologies are key strategies
- ✓ A central ethos of unconditional positive regard, affection and warmth
- ✓ The values of 'Believe, Inspire and Transform'
- ✓ Respect, endeavour and learning for all.
- ✓ All our pupils make better than expected progress and attainment
- ✓ All of our pupils secure positive progression routes beyond KS2

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.

4. How to request information

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

www.boltonimpacttrust.org.uk

Email: services@boltonimpacttrust.org.uk

Tel: 01204 471358

Contact Address: 97-99 Chorley Street, Bolton, BL1 4AL

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

FOI requests must be fully responded within 20 (school) working days by law. The information will be provided unless the school can provide an exemption under the FOI act.

A more detailed guide to FOI exemptions is here:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

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

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 charge box.

6. Classes of Information Currently Published

Class 1 Who we are and what we do.

(Organisational information, structures, location and contacts.)

Class 1 Where Information can be obtained		Charge
Academy/Trust Website	<ul style="list-style-type: none">the name, address and telephone number of each of the academies within the trust as well as the head officethe names of the Academy Leads, Trust Leadership Team including the CEO and chairs of the local governing bodiesThe Chair of the Trust BoardWho's who in each of the academies and within the trustWho's who on the local governing bodies and trust	

	board and the basis of appointments.	
	<ul style="list-style-type: none"> information on each of the academies policy on admissions a statement of the trust and academy 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 	
Academy Website Section: Curriculum/ Performance Data	<ul style="list-style-type: none"> information about each of the academies policies on providing for pupils with special educational needs Outcomes data at KS2 and KS4 	

Class 2 What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits)

Class 2 Where Information can be obtained		Charge
Trust Website Section: Trust Information/ Local Governing Body or Minutes of board meetings	Agreed minutes of meetings of the local governing bodies, trust board and its committees <i>[current and last full academic school year]</i>	
Head Office	Audit Reports	
Head Office	Budget Information	

Class 3 What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Class 3 Where Information can be obtained		Charge
Academy Website Section: Curriculum/ Performance Data	Performance Data	
Academy Website Section: Ofsted Reports	Latest OFSTED report	
Within the academy self- evaluation form	Post OFSTED Action Plan A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character	

Trust Website Section: Trust Information/ Trust wide policies	Performance Management Policy and procedures	
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Class 4 How we make decisions –Current and previous 3 years

(Decision making processes and records of decisions)

Class 4 Where Information can be obtained		Charge
Academy Website Section: Admissions	Admissions Policy/ Information	
Trust Website Section: Trust Information/ Local Governing Body or Minutes of board meetings	Agendas and minutes of Governing Board meetings (this will exclude information regarded as private to the meetings). Agenda and minutes of Trust Board meetings (this will exclude information regarded as private to the meetings).	

Class 5 –Our policies and procedures

(Current written protocols, policies and procedures for delivering services and responsibilities)

Class 5 Where Information can be obtained		Charge
Academy Website Section: Information / Policies	Home – school agreement Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements	
Academy Website Section: Information / Policies	Curriculum Policy Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school	
Academy Website Section: Information/ Policies	Sex Education Policy Statement of policy with regard to sex and relationship education	
Academy Website Section: Information/ Policies	SEND Policy Information about the school's policy on providing for pupils with special educational needs	
Academy Website Section: Information/ Policies	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.	

Academy and trust Website Section: Equality	Equality Policy Statement of policy for promoting race, disability and gender equality	
Academy Website Section: Safeguarding	Statement of policy for safeguarding and promoting welfare of pupils at the school	
Academy Website Section: Information/ Policies	Behaviour Safeguarding/ Child Protection Policy Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.	
Trust Website Section: Trust Information/ Trust wide policies	Records Management and personal data policies including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archiving. • Data Protection (including information sharing) 	
Trust Website Section: Trust Information/ Trust wide policies	Charging and Remissions Policies 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	
Academy Website Section: Information/ Policies	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	
Trust Website Section: Trust Information/ Trust wide policies	Complaints procedure Statement of procedures for dealing with complaints	
Trust Website Section: Trust Information/ Trust wide policies Head Office	Performance Management of Staff Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures	
Trust Website Section: Trust Information/ Trust wide policies	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	

Class 6 –Lists and Registers

(Currently maintained lists and registers excluding attendance registers)

Class 6 Where Information can be obtained		Charge
Individual Academy Office	Curriculum circulars and statutory instruments Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum	
Individual Academy Office Head Office	Asset Register	

Class 7 –The Services we offer

(Information about the services we offer)

Class 7 Where Information can be obtained		Charge
Individual Academy Office Admissions pack	Extra -Curricular Activities	

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 if you require further assistance or wish to make a complaint then initially this should be addressed to the Academy Lead in the relevant Academy or the Director of Academy Operations as below:

Forwards Centre	Christopher Fielding	01204 333660
Youth Challenge	Viki Sutton	01204 333872
Park School	Gareth Webb	01204 937115
Lever Park	Matthew Taylor	01204 332666
Trust Director of Academy Operations	Rebecca Leonard	01204 471358

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. They can be contacted at:

**Information Commissioner,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire, SK9 5AF**

or

Enquiry/Information Line: 01625 545 700

Email: contact@QPCSgovernors.org

Website : www.ico.org.uk