



Freedom of Information and Publication Scheme

Date of Policy	December 2023
Date of review	December 2026
Lead	Data Protection Officer

Signed:

Chief Executive Officer



Chair of Trustees



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 schools, should be clear and proactive about the information they will make public.

To do this the Trust must produce a publication scheme which covers establishments in the Trust, 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 aims of The Gallery Trust are to:

1. Develop students' physical, intellectual, creative, emotional and social skills
2. Meet students' individual Special Educational Needs and Disabilities
3. Build students' confidence and encourage their independence
4. Establish good home/school relationships
5. Provide a creative and stimulating learning environment
6. Build on existing skills and experiences, ensuring progression and continuity in students' learning
7. Offer a broad and balanced curriculum through a variety of teaching approaches
8. Meet the abilities and needs of individual students
9. Provide access to staff who will stimulate, challenge, extend and motivate them creatively and with sensitivity
10. Encourage positive attitudes towards learning
11. Develop communication and interpersonal skills
12. Experience success, achievement and a sense of self worth

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'.

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

- School Prospectus – information published in the school prospectus
- Governance Documents – information published on the School website and in governance documents
- Students and Curriculum – information about policies that relate to pupils and the school curriculum
- General information related to the school
- Financial information

4. How to request information

Many of the documents are available on our school website.

If you require a paper version of any of the documents within the scheme, please contact the School by telephone, email, or letter.

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 generally provided free unless stated otherwise. 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.

Classes of Information Currently Published

Class	Description	How the information can be obtained
School Prospectus	The contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion): • 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 SEND	Establishment Website Paper copy on request
Governance	• Details of the Members, Trustees and LAB members, including contact details for the Chair • The manner in which the governing body is constituted and governance structure • Register of business interests • Articles of Association • Company Certificate • Trustee and LAB member attendance at meetings • Scheme of Delegation	Trust Website: Establishment Website: Paper copy on request

Students and the Curriculum	• Statement regarding admissions • Timetable • Term dates • Class groups • School Uniform • Ofsted report • School Transport • Summary of Published results • Teaching and Learning • Curriculum and Accreditation • Assessment and Target Setting • Home Learning • Work Experience • Careers Education, Advice and Guidance	Establishment Website Paper copy on request
General information and policies	• Complaints Policy • Health and Safety Policy • Aims and Values • Safeguarding • Restorative Approaches • Raising Achievement Plan • Admissions	Establishment website
Financial Information	• Charges and Remissions Policy • Annual Reports and Financial Statements • Funding agreements • Government Grants	Trust Website: Establishment website

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: Data Protection Officer, Satswana Ltd, Suite G12, Ferneberga House, Alexandra Road, Farnborough, Hampshire, GU14 6DQ. Telephone: 01252 759177

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.