



Bellevue Place  
E D U C A T I O N T R U S T

**BPET Freedom of Information Publication Scheme Policy**



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## 1.0 Bellevue Place Education Trust – Our commitment

### *Learn. Enjoy. Succeed.*

Three words that mean the world to us.

Three words that have been with us from the day we started Bellevue Place Education Trust.

Three words that govern all that we do.

As a parent you can expect excellence, both in how we teach and nurture your child. We foster a positive attitude to life, encouraging a 'be interested and be interesting' attitude by providing a rich learning environment full of arts, drama, sport, music and academic rigour.

Bellevue Place children are happy, confident, successful 'all rounders' who expect to win and achieve in an inclusive setting where children, parents and school staff work together to provide the best. Our commitment to you and your child is that we will teach them to learn, enjoy and succeed both in their school career and beyond.

## 2.0 Rationale

This is the Trust Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for Schools approved by the Information Commissioner.

The Governing Body is responsible for maintenance of this scheme.

## 3.0 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 state maintained schools, should be clear and proactive about the format in which the information will be made available.

To do this we have produced a publication scheme, setting out:

- *the classes of information which we publish or intend to publish;*
- *the format in which the information will be 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 available in paper form obtainable from the school.

Some information, which we hold, may not be made public, for example personal information.

#### **4.0 Aims**

It is our aim at Trust Schools to create a happy, caring and inclusive learning environments where all members of the schools' communities have the opportunity to develop in confidence to their full potential within a setting in which they feel valued and in which relevant and appropriate information is available while privacy and confidentiality are protected and safeguarding is promoted at the highest level.

We will do this by:

- fostering respect for one another, the school environments and the local communities
- having high expectations of both behaviour and achievement in all areas
- striving to ensure equal opportunity for everyone, regardless of gender, ethnic and cultural backgrounds, beliefs and intellectual and physical ability
- using a variety of teaching methods to deliver our curriculum
- allowing learners to engage in a range of practical and meaningful tasks that address different learning styles
- encouraging appropriate 'risk' taking by pupils, promoting independent learning and thereby accepting some responsibility for their own progress
- striving to develop positive home/school links and actively involving parents and carers in the life and work of the schools
- liaising with other local schools and the community as a whole
- taking all opportunities to develop positively

This publication scheme is a means of showing how we are pursuing these aims.

#### **5.0 Categories of Information Published**

The publication scheme provides guidance as to the information which we currently publish (or have recently published) or which we will publish in the future. The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectuses – information published in each school's prospectus, since although a printed Prospectus is no longer compulsory we will host equivalent information on each local school website and may assemble hard copies.

LGB Documents – information published in local governing body documents.

Pupils & Curriculum – data and policies that relate to pupils and the schools' curricula including references to pupil records and incident logs.

School Policies – statutory and other policies agreed and ratified by the Trust and LGBs

## **6.0 How to request information**

If a person requires a paper version of any of the documents within the scheme, they can contact their local school by telephone, email, fax or letter.

To help us process a request quickly, any correspondence should be marked:

"FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST" (in CAPITALS)

If the information sought isn't available via the scheme and it isn't on a school website then further enquiries should be directed to the particular school.

## **7.0 Paying for information**

Single copies of information covered by this publication are usually provided free but schools are allowed to ask for reasonable costs, for example in terms of producing a copy of lengthy documents. If a request means that we have to do a considerable amount of photocopying or printing (20 or more printed pages including 20 or more copies or in combination), or pay a large postage charge, or is for a priced item such as some printed publications or videos then the cost will be communicated to enquirers before fulfilling a request.

## **8.0 National Website**

Further information is available at the link below.

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## **9.0 Review**

This policy will be reviewed annually by the Trust.

## **10.0 Approval by the Bellevue Place Education Trust Board**

This policy has been formally approved and adopted by the BPET Board

Signed: \_\_\_\_\_

(Chair of Trust Board)

Date: \_\_\_\_\_

Review date: \_\_\_\_\_

**End of BPET statement**

**APPENDIX 1**



**Rutherford House School has adopted the BPET Policy**

**APPENDIX 2**



The logo for Whitehall Park School features the word 'Whitehall' in a large, blue, serif font with a light blue wave-like graphic above the 'h'. Below it, 'Park School' is written in a smaller, blue, serif font. At the bottom, the motto 'LEARN ENJOY SUCCEED' is written in a light blue, sans-serif font.

**Whitehall Park School has adopted the BPET Policy**

**APPENDIX 3**

# Braywick Court School

LEARN ENJOY SUCCEED

**Braywick Court School has adopted the BPET Policy**