



HEARTS ACADEMY TRUST

Freedom of information Publication Scheme

Agreed by Trustees: January 2020
Reviewed: January 2023
Next Review: March 2025

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 and academies, 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 5 of this scheme.

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

- *School Prospectus* – information published in the school prospectus and/or website
- *Governance Documents* – information published on the trust website and in other governance documents
- *Reports* – information relating to inspections, performance and plans
- *Records* – information relating to admissions
- *Trust Policies and other information related to the school* – information about policies that relate to the Trust in general.
- *Services* – information relating to school publications, clubs and newsletters

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
Hilltop Infant School	Hill Avenue Wickford SS11 8LT	01268 762531	hilltopinf.admin@heartsacademy.uk
Hilltop Junior School	Hill Avenue Wickford SS11 8LT	01268 734649	hilltopjun.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”**.

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. 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, it will be indicated by a £ sign in the description box.

Classes of Information Currently Published

Class	Description
School Prospectus	<p>It is not a requirement to publish a school prospectus, though some schools do. A prospectus, where available, is on the school website. When not published in a dedicated format, the same information is on the website under the relevant menu bar.</p> <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 • School session times and term dates can be found on the school websites

Class	Description
Governance	<ul style="list-style-type: none"> • Details of the Members, Trustees and Local Advisory Boards, including contact details for the Chair • The names of the schools • The manner in which governance is constituted

	<ul style="list-style-type: none"> • The term of office of each category of governance member if less than 4 years • Annual Financial Statements • Funding Agreements • Register of Significant Control • Register of Business Interests • Gifts and Hospitality Policy • Whistleblowing Policy • Pay Policy • Competitive Tendering Policy
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Class	Description
Reports	<ul style="list-style-type: none"> • Published Ofsted Reports • Annual Report • Strategic Report • GDPR Data Protection • School Development • SEND Provision • KS2 Statutory Tests • Performance Data • Pupil Premium Allocation and Impact Statement • Pupil Premium Plans for Expenditure • Sports Grant Allocation and Impact • Sports Provision

Class	Description
Records	<ul style="list-style-type: none"> • Admissions Policy • Admissions Appeal

Class	Description
Policies	<ul style="list-style-type: none"> • Asthma Policy • Behaviour, exclusion and anti-bullying Policy • Child Protection Policy • Children with health needs who cannot attend school Policy • Curriculum Policies (maths, English etc) • Early Years Intimate Care Policy • Equality Statement • EYFS Policy • Fees and Payments for Early Years Policy • First Aid Policy • Inclusion Policy • Harmful Sexual Behaviour/Child on Child Abuse Policy • Protection of Biometric Information of Pupils Policy • Safe Administration of medication Policy

	<ul style="list-style-type: none"> • School Visits Policy • SEND Inclusion Policy • Sex and Relationship Policy • Soft Touch and Physical Contact Policy • Supporting Pupils with medical Conditions Policy • Charging and Remissions Policy • Complaints Procedure • Data Protection Policy • Discipline and Dismissal Policy • Equality and Diversity in Employment • Flexible Working • Grievance Policy • Freedom Of Information Publication Scheme • Health, Safety and Wellbeing Policy • Mental Health and Wellbeing • Online Safety and Data Security Policy • Privacy Notice • Records Retention Policy • Recruitment Policy
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Class	Description
Services	Details of extra- Curricular activities, out of school clubs, school publications and newsletters can all be found on the school website.

All policies can be found here

<https://www.heartsacademytrust.co.uk/policies>

All other information can be found here

<https://www.heartsacademytrust.co.uk/>

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:

**Trust 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, GDPR 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