



**Publication Scheme  
On  
Information available under the  
Freedom of Information Act 2000**

## 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. Much of this information is available via our websites:

- [www.snlp.org.uk](http://www.snlp.org.uk) (general)
- [www.longsands.cambs.sch.uk](http://www.longsands.cambs.sch.uk) (Longsands-specific)
- [www.ernulf.cambs.sch.uk](http://www.ernulf.cambs.sch.uk) (Ernulf-specific)

All information in our publication scheme is available in electronic form or as paper copy.

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. Purpose and Values

The core purpose of the Learning Partnership is *to secure the best possible experience, learning and outcomes for each young person for whom we have responsibility.*

We value:

- care and respect for self and others;
- honesty;
- creativity;
- clear and open communication;
- high aspirations and the determination to fulfil them;
- strong relationships and shared goals achieved through teamwork.

## Desired Outcomes

Working in partnership with students, their families and the wider community, we believe that each young person should:

- be safe;
- be healthy;
- give and receive respect as an individual;
- enjoy and achieve in school and beyond;
- develop the confidence, skills and attitudes necessary for economic well-being;
- understand their rights and responsibilities as citizens and the importance of making a positive contribution to society;
- develop moral awareness, cultural understanding and appreciation of diversity.

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

### 3. **Limitations**

The Partnership will make information available as set out in this document.

Information that cannot be made available includes:

- information not held by the Partnership;
- information that is exempt under the Freedom of Information Act or Environmental Information Regulations, or release of which is prohibited under another statute;
- information that is archived, out of date (i.e. usually more than two years old) or otherwise inaccessible;
- information that it is impractical or would be resource-intensive, e.g. because it would necessitate employing staff for additional hours, to prepare for routine release.

### 4. **Categories of Information Published**

The publication scheme guides you as 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.

### 5. **How to Request Information**

If you require a paper version of any of the documents within the scheme, please contact the Partnership by telephone, email, fax or letter. Contact details are set out below:

Ernulf Academy  
Barford Road  
Eynesbury  
St Neots  
Cambs  
PE19 2SH

Tel: 01480 374748  
Fax: 01480 375150  
[enquiries@ernulf.cambs.sch.uk](mailto:enquiries@ernulf.cambs.sch.uk)

Longsands Academy  
Longsands Road  
St Neots  
Cambs  
PE19 1LQ

Tel: 01480 353535  
Fax: 01480 375757  
[enquiries@longsands.cambs.sch.uk](mailto:enquiries@longsands.cambs.sch.uk)

The St Neots Learning Partnership  
C/O Longsands Academy  
Longsands Road  
St Neots  
Cambs  
PE19 1LQ

Tel: 01480 353535  
Fax: 01480 375757  
[enquiries@longsands.cambs.sch.uk](mailto:enquiries@longsands.cambs.sch.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, you can still contact the school to ask if we have it. The list of documents shown in Section 7 is not exhaustive.

### **6. 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 or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 7. 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 description box.

We will let you know in advance if copy charges are likely to be in excess of £3.

## 7. Classes of Information Currently Published

### Prospectus

Class	Description
<b>Academy Prospectus</b> (Ernulf; Longsands)	The statutory contents of the Prospectus are as follows, (other items may be included in the prospectus at the school's discretion): <ul style="list-style-type: none"> <li>• information about the implementation of the Trust policy on pupils with special educational needs (SEN) and any changes to the policy during the last year;</li> <li>• a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; (summary of) the accessibility plan covering future policies for increasing access by those with disabilities to the school.</li> </ul>
<b>Statement of Purpose, Values and Outcomes</b>	Statement of the fundamental purpose and values of the Partnership and the desired outcomes for all students.

### Information relating to the Trust

Class	Description
<b>Articles of Association</b>	<ul style="list-style-type: none"> <li>• The name of the Trust</li> <li>• The manner in which the Trust is constituted</li> <li>• The term of office of each category of governor</li> <li>• Other details about the function of the Trust Board and its committees</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the Trust Board and its Committees [ <i>current and last full academic school year</i> ]

### Pupils & Curriculum Policies

Class	Description
<b>Home – School agreement</b>	Statement of the school's responsibilities, parental responsibilities and the school's expectations of its pupils

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot, therefore, publish this

<b>Curriculum Policy</b>	Incorporated into the Statement of Purpose, Values and Outcomes
<b>Sex and Relationships Education Policy</b>	Statement of policy with regard to sex and relationship education
<b>SEND Policy</b>	Information about the school's policy on providing for pupils with special educational needs
<b>Accessibility Plans</b>	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.
<b>Equality Policy</b>	Statement of policy on all equality issues, e.g. gender and race
<b>Safeguarding and Child Protection Policy</b>	Statement of policy for safeguarding and child protection promoting welfare of students.
<b>Behaviour Management Policy</b>	Statement of general principles on behaviour and discipline and of measures taken to prevent bullying. (Please see also Preventing and Tackling Bullying.)
<b>Preventing and Tackling Bullying Policy</b>	Statement of principles and practice adopted in relation to the prevention of and response to bullying

### Other Information Related to the Partnership

<b>Class</b>	<b>Description</b>
<b>Published reports of Ofsted referring expressly to each Academy</b>	Published report of the last inspection and, where available, subject reports
<b>Charging and Remissions Policies</b>	A statement of the Partnership'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
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays
<b>Health and Safety Policy</b>	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

<b>Complaints Procedure</b>	Statement of procedures for dealing with complaints
<b>Performance Management of Staff</b>	Statement of procedures adopted by the Trust Board relating to the performance management of staff
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Pay Policy</b>	Statement of the school's policy regarding teachers' and support staff pay including procedures for determining teachers' grievances in relation to their pay.
<b>Curriculum Circulars and Statutory Instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Headteacher or Trust Board relating to the curriculum in the past two years
<b>Admissions Policy</b>	Statement of the Partnership's policy on admissions for each Academy.

## 8. 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 Clerk to the Trust at either of the Academy addresses shown.

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, please write to or contact 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 545 745**

**Website: [www.ico.gov.uk](http://www.ico.gov.uk)**