



The **co-operative**
academy of Manchester

Freedom of Information Policy



This is The Co-operative Academy Publication Scheme on information available under the Freedom of Information Act 2000

The governing body 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 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.*

2. Aims and Objectives

The academy aims to:

- develop the values of fairness, ambition and respect
- enable every child to fulfil their learning potential, with education that meets the needs of each child
- help every child develop the qualifications, skills, knowledge and personal qualities needed for life and work

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 and 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.

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

Academy Prospectus - information published in the academy prospectus

Governors' documents - information published in the Governors' Annual Report and in other governing body documents

Students & Curriculum - information about policies that relate to student and the academy curriculum

Academy Policies and other information related to the academy - information about policies that relate to the academy in general.



4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the academy telephone, email, fax or letter. Contact details are set out below, or you can visit our website at <http://www.cam.coop>

Tel: 0161 795 3005

Fax: 0161 702 3324

Contact Address: Plant Hill Road, Higher Blackley, Manchester M9 0WQ

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

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the academy to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from our 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 description box.

6. Classes of Information Currently Published

Academy Prospectus - this section sets out information published in the academy prospectus

Class	Description
Academy Prospectus	<p>The statutory contents of the academy prospectus are as follows, (other items may be included in the prospectus at the academy’s discretion:</p> <ul style="list-style-type: none"> • The name, address and telephone number of the academy • The names of the principal and chair of governors • Information on the policy and admissions • A statement of the ethos and values • Information about the academy’s policy on providing for students with additional educational needs • GCSE/BTEC results in the academy, locally and nationally • A summary of GCE A/AS level and BTEC (National) results in the academy and nationally • The arrangements for visits to the academy by prospective parents • The number of places for students of normal age of entry in the preceding academy year and the number of written applications / preferences expressed for those places.



Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the academy's discretion:</p> <ul style="list-style-type: none"> • A description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the academy by students with disabilities; the accessibility plan covering future policies for increasing access by those with disability to the academy • A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning • Number of students on roll and rates of students' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/BTEC results in the academy, locally and nationally • GCE A/AS and vocational qualification results in the academy and nationally • The number of students studying for and percentage achieving other vocational qualifications • The destinations of academy leavers¹ • A statement of the extent to which proposals in the post-inspection action plan have been carried into effect
Instrument of Government	<ul style="list-style-type: none"> • The name of the academy • The category of the academy • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the academy has a religious character, a description of the ethos • The date of the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees (<i>current and last full academic academy year</i>)

¹ Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

Student & Curriculum Policies - This section gives access to information about policies that relate to students and the academy curriculum

Class	Description
Home-academy agreement	Statement of the academy's aims and values, the academy's responsibilities, the parental responsibilities and the academy's expectations of its students for example homework arrangements
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 academy
Sex Education	Statement of policy with regard to sex and relationship education



Policy	
Additional Education Needs Policy	Information about the academy's policy and providing for students with additional educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the academy's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the academy
Student Discipline	Statement of general principles on behaviour and discipline and of measures taken by the principal to prevent bullying

Academy Policies and other information related to the academy - This section gives access to information about policies that relate to the academy in general.

Class	Description
Publishing reports of Ofsted referring expressly to the academy	Published report of the last inspection of the academy and the summary of the report and where appropriate inspection reports of religious education in those academies designated as having a religious character
Post-Ofsted inspection 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 academy is designated as having a religious character
Charging & Remissions Policy	A statement of the academy's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example academy publications, music tuition, trips
Academy session times and term dates	Details of academy session and dates of academy terms and holidays
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
Complaints procedure	Statement of procedures for dealing with complaints
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 principal on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of academy staff and procedures by which staff may seek redress for grievance



Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the principal or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of policies that are held by the academy and are available on request

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 Principal, The Co-operative Academy of Manchester, Plant Hill Road, Higher Blackley, Manchester M9 0WQ or, alternatively, to the Chair of Governors, c/o the academy address.**

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 ensure compliance with the Freedom of Information Act 2000 and that deals with formal complaints

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

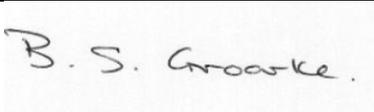
Website: www.ico.gov.uk

Monitoring, Evaluation and Review

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Adopted by the Co-operative Academy on	18th June 2015
Chair of Governors	
Principal	
Review date	June 2017

Annex A



The **co-operative**
academy of Manchester

THE CO-OPERATIVE ACADEMY OF MANCHESTER POLICY DOCUMENTS

Policy	
Finance & General Purpose Committee	
16 - 19 Bursary Policy	Fire Evacuation Procedures Policy
Admissions Policy & arrangements (MCC policy)	First Aid Policy
Anti-Bribery Policy	Food & Academy Meals Policy
Anti-Fraud Policy	Health & Safety Policy
Charging and Remission Policy	Lettings Policy
Crisis Management Policy	Medical Treatment Policy
Data Protection Act	Risk Management Policy
Drugs & Alcohol Policy	Risk Management Matrix
Educational Visits Policy	Shared Gifts and Hospitality Policy
Emergency Procedures Policy	Transport Policy
Employee Travel Expenses Policy	Travel Plan Policy
Financial Regulations Manual	
HR Curriculum Committee	
Academy Day Policy	Freedom of Information Policy
Acceptable Network Usage and Social Networking Policy	Homework Policy
Access Arrangements for Exams Policy	ICT & Acceptable Use Policy
Access to Student Records Policy	Literacy Policy
Allegations of abuse against staff (CAT)	Managing Staff Attendance Policy
Anti-bullying Policy	Marking Policy
Appearance & Dress Code Policy	Pay Policy (Teachers) (CAT Policy)
Assessment Recording Report Policy	Performance Management Policy – Support Staff
Attendance & Punctuality Policy	Performance Management Policy – Teaching Staff (CAT)
Behaviour, Rewards & Sanctions (including exclusions) Policy	Pay Policy – Teaching Staff (CAT)
Capability Procedure (CAT)	Personal, Social, Health and Citizenship Policy Education
CEIAG Policy	Professional Code of Conduct Policy
Child Protection and Associated Training	Quality Assurance & Dept Self-Evaluation Policy
Communication with Parents including Home-Academy Agreement Policy	Race Equality Policy
Complaints Procedure Policy	Restrictive Physical Intervention Policy
Continuous Professional Development Policy	Right to request Flexible Working Policy (CAT)
Controlled Assessment Policy	Safeguarding Children & Promoting Student Welfare Policy
Risk Assessment Appendix for above	Safer Recruitment Policy
Cover Policy	SEN & Inclusion Policy
DBS Policy	Sex & Relationship Education Policy
Dignity at Work Policy	Staff Code of Conduct (CAT)
Disability Statement Policy	Staff Grievance Procedures
Discipline, Grievance and Related Issues Policy (MCC Policy)	Staff Induction Policy
Diversity and Inclusion Policy (CAT)	Student Induction Policy
Emergency evacuation of an examination room	Trade Union Recognition & Facility Agreement (CAT)
Equal Opportunities for Staff Policy	Uniform Policy
Equal Opportunities for Students Policy	Whistle-Blowing Policy (CAT)
Exams Policy	
Community Engagement	
Community & Business Links Policy	
Stakeholder Policy	
Community Engagement	
Community & Business Links Policy	
Stakeholder Policy	
Community Engagement	
Community & Business Links Policy	
Stakeholder Policy	