



**Fulston Manor Academies Trust**

**Publication Scheme  
Under the Freedom of Information Act**

**Fulston Manor School  
South Avenue Primary School**

<b>Version (Date):</b>	<b>July 2023</b>
<b>Review (Date):</b>	<b>July 2024</b>
<b>Member of Staff Responsible:</b>	<b>Mrs M Smith</b>

# THIS IS THE FULSTON MANOR ACADEMIES TRUST PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

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## 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.

**This publication scheme applies to all schools forming part of the trust. It covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our websites to download and print off or available in paper form.**

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. AIMS AND OBJECTIVES

The trust aims to:

- ❖ enable every child to fulfil their learning potential, with education that meets the needs of each child
- ❖ help every child develop the 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 (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.

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

***Governance*** – information published on: Government website (GIAS), trust and school websites and trust and governor documents

***Students, Curriculum and the school*** – information about policies that relate to students, the school curriculums and the schools.

***Other information related to the school*** - information that relates to the schools in general.

#### 4. HOW TO REQUEST INFORMATION

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If you require a paper version of any of the documents within the scheme, please contact the trust by telephone, email or letter. Contact details are set out below. [or you can visit our websites at [www.fulstonmanor.kent.sch.uk](http://www.fulstonmanor.kent.sch.uk), [www.southavenue.kent.sch.uk](http://www.southavenue.kent.sch.uk) and [www.fmat.org.uk](http://www.fmat.org.uk)]

**Email:** msmith@fulstonmanor.kent.sch.uk

**Tel:** (01795) 412602

**Contact Address:** Fulston Manor School, Brenchley Road, Sittingbourne, Kent. ME10 4EG

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 websites], you can still contact the school to ask if we have it.

There are four reasons the schools may not provide the requested information under Freedom of Information:

1. The information is not held
2. The cost threshold is reached (£450)
3. The request is considered vexatious or repeated
4. One or more of the exemptions apply

Requests for personal information belonging to the requester should be made under the terms of the Data Protection Act (DPA) 2018 and UK GDPR and treated as a “subject access request”.

Requests for information which contain personal information related to third parties is exempt under FOI if it would breach the Data Protection Act, therefore if such a request is made the documents will be released with the third party personal information having been redacted.

#### 5. PAYING FOR INFORMATION

Information published on the schools’ websites are free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access the websites 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

### ***Governance***

Government website (GIAS) <https://www.get-information-schools.service.gov.uk>

Schools and trust websites and trust/governor documents -

<https://www.fulstonmanor.kent.sch.uk/page/?title=Governance&pid=176>

<https://www.southavenue.kent.sch.uk/page/?title=Governors&pid=20>

<https://www.fmat.org.uk>

***Students, Curriculums and Schools' Policies*** – Policies that relate to students, the curriculums and the schools can be found at the following location on the schools' websites: <https://www.fulstonmanor.kent.sch.uk/page/?title=School+Policies&pid=164>  
<https://www.southavenue.kent.sch.uk/page/?title=Policies&pid=25>

***Other information related to the school*** - Information related to the schools in general can be found on the schools' websites:

[www.fulstonmanor.kent.sch.uk](http://www.fulstonmanor.kent.sch.uk)

[www.southavenue.kent.sch.uk](http://www.southavenue.kent.sch.uk)

## 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 Headteacher at Fulston Manor School or the Head of School at South Avenue Primary School.

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 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: 030 123 1113 / 01625 545745**

**e-mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**

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