



## ALTERNATIVE PROVISION

# Freedom of Information Policy

Approval Date: [January 2026](#)

Revision Due Date: [January 2027](#)

Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP  
Directors*

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## Statement

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
- Whether the information is available free of charge or on payment

Not all information held by the provision will be made available, some because of its confidential nature will be treated as private, this includes the following classes:

- Children's personal information
- Staff appraisal and performance information
- Staff salary information
- Staff and educational director's personal information

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## Classes of Information Published

The classes of information that is made available are public domain and are organised into four broad topic areas:

1. Provision prospectus
  2. Information relating to the educational directors
  3. Pupils and curriculum
  4. Provision policies and other information related documentation
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## Requesting Information

Paper copies of any of the documents within the scheme can be requested directly from the provision by telephone, email or letter. Contact details are set out below.

Website: [www.raiseap.co.uk](http://www.raiseap.co.uk)

Email: [contact@raiseap.co.uk](mailto:contact@raiseap.co.uk)

Tel: 123 NUMBER

Address: 123 ADDRESS

## Payment

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 unless stated otherwise. However, if multiple copies are requested a cost will be incurred.

## Classes of Information Published

School Prospectus – This is available on the provision website	
Class 1	Description
Provision Prospectus	<p>Includes a description of the aims of the provision. The prospectus must also include statutory information regarding the following:</p> <ul style="list-style-type: none"> <li>information about the implementation of educational director's policy on pupils with special educational year needs (SEN) and any changes to the policy during the last</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 another pupil; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the provision</li> </ul>

Information relating to the education directors - This is available on the provision website	
<b>Class 2</b>	<b>Description</b>
Educational Directors	<ul style="list-style-type: none"> <li>the name of the provision</li> <li>the category of the provision</li> <li>the name of the educational directors</li> <li>the way the educational directors are constituted.</li> <li>details of any trust</li> <li>if the provision has religious character, a description of ethos.</li> <li>the date the instrument takes effect</li> </ul>
Other – See individual items for availability	
<b>Class 3</b>	<b>Description</b>
Published reports of inspections	<p>Published report of the last inspection of the provision and, where appropriate, inspection reports of religious education in those provision's designated as having a religious character.</p> <p>Availability: Published on provision website</p>
Provision session times and term dates	<p>Details of the provision session and dates of school terms and holidays.</p> <p>Availability: Published on provision website</p>
Curriculum circulars and statutory instruments	<p>Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Head of Provision.</p> <p>Availability: On request</p>
Home-provision agreement	<p>Statement of the provision's aims and values, the provision's responsibilities, the parental responsibilities, and the provision's expectations of its pupils, for example homework arrangements</p> <p>Availability: Published on provision website</p>
Accessibility Plans	<p>Plan for increasing participation of disabled pupils in the provision's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.</p> <p>Availability: Published on provision website</p>

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 provision.  Availability: On request
Sex Education Policy	Statement of policy regarding sex and relationship education  Availability: Published on provision website
Collective Worship	Statement of arrangements for the required daily act of collective worship  Availability: On request
Special Education Needs Policy	Information about the provision's policy on providing for pupils with special educational needs.  Availability: Published on provision website
<b>Class 4</b>	<b>Description</b>
Charging and Remissions Policies	A statement of the provision's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example provision publications, music tuition, trips.  Availability: Published on provision website
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  Availability: Published on provision website
Complaints procedure	Statement of procedures for dealing with complaints  Availability: Published on provision website
Performance Management of Staff	Statement of procedures adopted by the educational directors relating to the performance management of staff and the annual report of the Head of Provision on the effectiveness of appraisal procedures.  Availability: On request

Staff Conduct, Discipline and Grievance	<p>Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.</p> <p>Availability: Published on provision website</p>
Pay Policy	<p>Statement of the provision's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.</p> <p>Availability: On request</p>
Staffing Structure Implementation Plan	<p>The provision's plan for the implementation of any changes to its staffing structure following statutory review.</p> <p>Availability: On request</p>
Admissions Policy	<p>Statement of the provision's policy on admissions</p> <p>Availability: Published on provision website</p>
Race Equality Policy	<p>Statement of policy for promoting race equality</p> <p>Availability: Published on provision website</p>
Careers Education Policy	<p>Statement of the programmes of careers education provided for Key 4</p> <p>Availability: On request</p>
Child Protection Policy	<p>Statement of policy for safeguarding and promoting welfare of pupils at the provision (which is aligned with the Department for Education document Keeping Children Safe in Education)</p> <p>Availability: Published on provision website</p>
Pupil Discipline	<p>Statement of general principles on behaviour and discipline and of measures taken by the Head of Provision to prevent bullying.</p> <p>Availability: Published on provision website</p>

## Raise Values

Our [RAISE-AP values](#) (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Freedom of Information policy.