Glenmoor & Winton Academies
High Achievement – High Standards
Part of United Learning

Freedom of Information Policy

Freedom of Information

Category 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 four broad topic areas:

Academic Prospectus – information published in the Academy prospectus

Governors' Documents – information published in the minutes of governors' meetings

Students and Curriculum – information about policies that relate to students and the Academy curriculum

Academies Policies and other information related to the Academies – information about policies that relate to the Academy in general

How to request information:

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

Glenmoor Academy email: info@glenmoorandwinton.org.uk
Winton Academy email: info@glenmoorandwinton.org.uk

Glenmoor Academy: 01202 527818
Winton Academy: 01202 529738

Main Contact address:

The Principal
Glenmoor and Winton Academies
Beswick Avenue
Ensbury Park
Bournemouth
BH10 4EX

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 website, you can still contact the Academy to ask if we have it.

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 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.

Classes of Information Currently Published

This section sets our information published in the prospectus

Class	Description
Academies Prospectus	The statutory contents of the Academy prospectus are as follows; other items may be included in the prospectus as the Academies' discretion: • The name, address and telephone number of the Academies, and the type of academy • The names of the Principal and Chair of Governors • Information on the Academies policy on admission • A statement of the Academies ethos and values • Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents'/carers' right to withdraw their child from religious education and collective worship and the alternative provision for those students • Information about the Academies policy on providing for students with special educational needs • Number of students on roll and rates of students' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/GNVQ results in the Academies, locally and nationally • The number of students studying for and percentage achieving other vocational qualifications • The destinations of Academy leavers* • The arrangements for visits to the Academies 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

***** Some information may be confidential or exempt from publication by law – we cannot, therefore, publish this information.

This section sets out the Academy's Instrument of Government

Instrument of Government	• 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 anybody 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 the instrument take effect
Minutes of meetings of the governing body and its committees*	• Agreed minutes of the governing body its committees (current and last academic year)

* Some information may be confidential or exempt from publication by law – we cannot, therefore, publish this information

This section give access to information about policies that relate to students and the Academies curriculum

Class	Description
Home/Academy Agreement	Statement of the Academies aims and values, the Academies responsibilities, the parental responsibilities and the Academies expectations of its students – ie homework arrangements
Curriculum Policy	Statement of following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the Academies
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Educational Needs Policy	Information about the Academies policy on providing for students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the Academies 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
Careers Education Policy	Statement of the programmes of careers education provided for Key Stage 4
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the Academies
Student Discipline	Statement of general principles on behaviour and discipline, and of measures taken by the Principal to prevent bullying

This section gives access to information about policies that relate to the Academies in general

Class	Description
Published reports of Ofsted referring expressly to the Academies	Published reports of the last inspection of the Academies and the summary of the report
Charging and Remissions Policies	A statement of the Academies policy with respect to charges and remissions for any optional extra board and lodging for which charges are permitted, e.g. publications, music tuition, trips
Academy session times and term dates	Details of Academies sessions and dates of Academies 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
Appraisal Procedure for Staff	Statement of procedures adopted by the governing body relating to the appraisal 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 and Skills to the Principal or governing body to the curriculum

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.

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 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.

Details as follows:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, KS9 5AF
or
Enquiry/information line: 01625 545 700
Email : publications@ic-fop.demon.co.uk
Website: www.informationcommissioner.gov.uk

Completed by L Watton: Summer 2026
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To be reviewed: Summer 2027