



# Hermitage Primary School

Focused on Excellence; Surrounded by Care

## Publication Scheme

**March 2024**

This document sets out information which is made readily available by both the School and Vanguard Learning Trust under the terms of the Freedom of Information Act.

Further information may be requested about the organisation by submitting a request under the Freedom of Information Act. Where the information relates to individuals, a subject access request may be made under the Data Protection Act 2018.

The Vanguard Learning Trust website ([www.vlt.org.uk](http://www.vlt.org.uk)) has our policy in relation to requests under both pieces of legislation.

The Trust as a whole undertakes publishes the following information on its website ([www.vlt.org.uk](http://www.vlt.org.uk)):

Who we are and what we do	Available from
A copy of the current Articles of Association.	Trust Website (free)
A copy of the current Master Funding Agreements with the Department for Education.	Trust Website (free)
A copy of the Supplemental Funding agreement for Hermitage Primary School	School website (free)
An organogram of the governance structure of Vanguard Learning Trust, along with the current scheme of delegation and Governance Framework.	Trust Website (free)
A copy of the 'Vision and Values' of the Trust (included within the Governance Framework)	Trust Website (free)
A current list of Members and Trustees of Vanguard Learning Trust, with details of their terms of office.	Trust Website (free)
Meeting attendance information for Vanguard Learning Trust for the previous academic year	Trust Website (free)
A copy of statutory accounts for at least the last three years (once formally agreed by the Education Funding Agency).	Trust Website (free)
A copy of all other statutory accounts (not otherwise on the Trust website)	On request from Chief Financial Officer (free)
The Register of Business Interests for the Trust for the current academic year	Trust Website (free)
Policy on payment of allowances to Members, Trustees and Governors	On request from Chief Operating Officer (free)
Minutes, agendas and papers considered at meetings of the Board of Trustees for the current and last three years (except where information is properly considered to be private to the meeting). Documents may be annotated to protect the confidentiality of third parties.	On request from The Clerk to the Board. Please email <a href="mailto:vltgovernance@vlt.org.uk">vltgovernance@vlt.org.uk</a>



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What we spend and how we spend it	Available from
Information of pupil premium allocation, its use and impact on attainment	School website (free)
Information on supporting students with SEND and the local offer at Vyners School (including for student with a hearing impairment)	School website (free)
A copy of our Trust Procurement Policy	On request from the governance team. Please email vltgovernance@vlt.org.uk
A copy of the Trust Finance Policy	On request from the governance team. Please email vltgovernance@vlt.org.uk
Executive Pay report for the last 3 years	Trust Website (free)
Gender Pay Gap report for the last 3 years	Trust Website (free)

Our priorities and how we are doing	Available from
Review of School Improvement work across the Trust	Trust website (free)
Information on the School's intentions for the future, our ethos and values, Links to Government supplied performance and a copy of the latest Ofsted report	School website (free)
Future plans - any major proposals for the future of the school, including consultation plans over a change in status.	School website (free)

How we a make decisions	Available from
A current list of the members of our Local Governing Body, with their terms of office	School website (free)
Meeting attendance information for the Local Governing Body	School website (free)
Standing Orders for the Local Governing Body	School website (free)
Register of interests for the school for the current academic year	School website (free)
Minutes, agendas and papers considered at meetings of the Local Governing Body for the current and last 3 years (except where information is properly considered to be private to the meeting). Documents may be annotated to protect the confidentiality of 3 <sup>rd</sup> parties	On request from the governance team. Please email vltgovernance@vlt.org.uk



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Our Policies and Procedures	Available from
<p><b>Current policies on:</b></p> <ul style="list-style-type: none"> <li>• Student / Pupil Behaviour (Part A)</li> <li>• Equality Duty</li> <li>• Freedom of Information</li> <li>• Health and Safety</li> <li>• How to make a Complaint</li> <li>• Data Protection</li> <li>• Safeguarding (Part A)</li> <li>• Unacceptable Behaviour on School Premises</li> <li>• Records Management and Retention</li> <li>• Whistleblowing</li> </ul>	<p>Trust website (free)</p>
<p><b>Current policies on:</b></p> <ul style="list-style-type: none"> <li>• Access to Audit</li> <li>• Accessibility Plan</li> <li>• Admissions</li> <li>• Attendance</li> <li>• Behaviour (Part A – VLT)</li> <li>• Behaviour (Part B – HPS)</li> <li>• Behaviour Principles</li> <li>• Calculation – Adding and Subtraction</li> <li>• Calculation – Multiplication and Division</li> <li>• Computing – Acceptable Use</li> <li>• Data Protection Privacy Notice for Parents and Pupils</li> <li>• Digital Images</li> <li>• CCTV</li> <li>• ECT</li> <li>• Educational Visits</li> <li>• Equality Duty</li> <li>• Equality Information and Objectives</li> <li>• Exceptional Leave of Absence</li> <li>• Exclusion</li> <li>• EYFS</li> <li>• First Aid</li> <li>• Freedom of Information</li> <li>• Governors Allowances</li> <li>• Health, Safety and Welfare</li> <li>• Instrument of Governors</li> <li>• Internet Safety</li> <li>• Intimate Care</li> <li>• Looked After Children</li> <li>• Parental Code of Conduct</li> <li>• Promoting a Healthy Lifestyle</li> <li>• PSHE – including Sex Education</li> <li>• School Uniform</li> <li>• SEND Information Report</li> <li>• SEND Policy</li> <li>• Service Pupil Premium</li> <li>• Social Media</li> </ul>	<p>School website or by contacting the school office (free)</p>



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<ul style="list-style-type: none"> <li>• Complaints Policy</li> <li>• Safeguarding Policy</li> <li>• Whistle Blowing (Confidential Reporting)</li> </ul>	
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Copies of The Trust's HR policies including pay and appraisal policies for both teaching and support staff	On request from the governance team. Please email <a href="mailto:vltgovernance@vlt.org.uk">vltgovernance@vlt.org.uk</a>
Information on current vacancies at the school and how to apply for them	School website or by contacting the school office (free)

The services we offer	Available from
The current admissions policies and appeals process	School website (free)
Prospectuses for entry into Nursery and Main School	School website (free)
Information about the curriculum offer at the school	School website (free)

Other information	Available from
Termly Trust newsletters	Trust website (free)
School newsletters for the current academic years	School website (free)
Information on extra-curricular activities	School website (free)