



## **PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000**

### **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.

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.*

**The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is 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.

### **Aims and Objectives**

#### **MISSION STATEMENT**

School's mission statement is to be the Centre of Excellence for all students with special educational needs.

The school will respect the rights of all its students and staff as individuals, in order to present them with opportunities to learn within an environment that is caring, supportive and empowering.

Manor Green School aims to:

- Create a happy, secure and supportive learning environment rich in stimulation and challenges.
- Offer every student full and equal access to the National Curriculum and RE taking account of developmentally related Individual Education Plans.
- Ensure all adults access appropriate training and through Performance Management, encourage development to reach their full potential.

- Help each individual student achieve the fullest possible degree of independence within the areas of intellectual, physical, social, creative and emotional development.
- Foster self-confidence, a high degree of responsibility and respect for themselves and others.
- Prepare each student for their future life beyond school, encouraging a sense of self-worth and a recognition of themselves as a part of the community.
- Integrate therapies with Curriculum activities wherever possible.
- Value all adults' contributions to the school's progress.
- Celebrate the successes of all members of the school's community.

**This publication scheme is a means of showing how we are pursuing these aims.**

### Categories of information published

The publication scheme guides you to information which we currently publish. 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:

- **Governors' Documents** – such as meeting minutes.
- **Students & Curriculum** – information about policies that relate to students and the school curriculum.
- **School Policies and other information related to the school** - information about policies that relate to the school in general.

### How to request information

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

Email: [office@manorgreenschool.co.uk](mailto:office@manorgreenschool.co.uk)  
 Tel: 01628 513800  
 Fax: 01628 513808  
 Contact Address: Elizabeth Hawkes Way, Maidenhead, Berks, SL6 3EQ

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

### Paying for information

Copies of documents are provided free of charge.

### Classes of information currently published

Governors' Documents

Class	Description
School Profile	<ul style="list-style-type: none"> <li>• Basic school information</li> <li>• School Development Plan</li> <li>• Headteacher's Report to Governors</li> <li>• Ofsted inspections</li> </ul>

Instrument of Government	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing board</li> <li>• The manner in which the governing board is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
Minutes of meeting of the governing board and its committees	Agreed minutes of meetings of the governing board and its committees <i>[current and last full academic school year]</i>

### Student and Curriculum Policies

Class	Description
Ethos & Vision	
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 school
Sex and Relationship Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for students with special educational needs
Accessibility Policy and Plans	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Equal Opportunities Policy (Students) Dignity at Work	Statement of policy for promoting race equality
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of students at the school.
Behaviour Support Policy Anti-bullying Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

### School Policies and other information related to the school

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports
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 school is designated as having a religious character

Charging and Remissions' Policy	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessments	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' Policy	Statement of procedures for dealing with complaints
Performance Management of staff	Statement of procedures adopted by the governing board relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school 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 head teacher or governing board relating 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 Mrs J Scarlett who will provide you with a copy of the school's complaints' procedure.

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 regarding the information you receive, 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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

or

**Enquiry/Information Line: 0303 123 1113**

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

## Review of Procedure

This procedure shall be subject to an annual review.

The Governing Board approved this policy on date: 1<sup>st</sup> October 2020

A handwritten signature in black ink, appearing to read 'R. S. Pelly', with a stylized underline.

Signed:

Richard Pelly, Chair of Governors

A handwritten signature in black ink, appearing to read 'Joolz Scarlett', with a long horizontal flourish at the end.

Signed

Joolz Scarlett, Headteacher