

Maplewell Hall School



Freedom of Information Publication Scheme

Policy Created	April 2016
Governing Body Committee	Full Governing Body
Date Reviewed by Governing Body	April 2017
Date of Next Review	April 2019

Maplewell Hall School

Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

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.

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 either available for you on our website 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. 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 four broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *The School Profile and other information relating to the governing body* – information published in the School Profile and in other governing body documents.
- *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
- *School Policies and other information related to the school* - information about policies that relate to the school in general.

4. 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. or you can visit our website at www.brookvale.leics.sch.uk.

Email: admin@maplewell.leics.sch.uk

Tel: 01509 890237

Contact Address: Maplewell Hall School, Maplewell road, Woodhouse Eaves, Leics. LE12 8QY

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.

5. Paying for information

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 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

School Prospectus & website – **this section sets out information published in the school prospectus.**

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion): Information about the type of provision that is offered in our special school Information about the pupils SEN needs that we are able to cater for
School website	All policies are available to communicate statutory guidance and guidance on Maplewell’s procedures and overviews of actual practice Communication for potential new pupils and intake All statutory requirements as outlined by the DFE Communication concerning potential trips, visits, achievements and evidence of pupil celebrations Overviews of subjects and curriculum provision Pupil premium and catch-up premium reports

The School Profile and other information relating to the governing body– **this section sets out information published in the School Profile and in other governing body documents.**

Class	Description
School Profile	The contents of the school profile is as follows: <ul style="list-style-type: none"> • list information included in the school profile e.g. <ul style="list-style-type: none"> ○ performance data ○ summary of Ofsted report ○ school's intentions for the future, etc.
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • 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 any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>

Pupils & Curriculum Policies - **This section gives access to information about policies that relate to pupils and the school curriculum.**

Class	Description
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 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 pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Equality Policy	Statement of policy for promoting race equality

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Pupil behaviour and Discipline	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 - **This section gives access to information about policies that relate to the school in general.**

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form ¹	A statement of the governing body's evaluation of the school's performance.
Charging and Remissions Policies	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 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
Performance Management of Staff	Statement of procedures adopted by the governing body 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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
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 body relating to the curriculum
Admissions policy	Statement of the schools policy on admissions.
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

Most school policies are available on the school website, www.maplewell.leics.sch.uk Click on the section entitled Staff and policies are listed.

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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 Jason Brooks, Headteacher.

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

<https://ico.org.uk>

Annex A – Further documents held by the school

Name of Document	Description
Assessment Policy	To enable each student to develop their full potential by knowing where they are in their learning and knowing what they have to do in order to continue to make good progress.
Attendance Policy	To encourage high attendance including regular monitoring, first day contact with parents, monitoring of attendance by Pastoral Support Officer and referral to Education Welfare Officer.
Gifted & Talented Policy	By identifying these students we will ensure that they are challenged to reach their potential and are able to make the greatest possible progress.
Reporting to Parents Policy	To inform others, including parents/carers, of a child's progress and attainment. It enables staff to identify underachievement at an early stage and implement appropriate strategies to ensure every student reaches their potential.
Residential and Visits Policy	School organised visits are usually open to all students who follow the school's rules, but places may be limited for organisational reasons, and it may be the case that a visit is designed for a particular year group, teaching group or age group.
Spiritual, Moral and Cultural Policy	To ensure all staff, in all subjects, can and should make a contribution to the Spiritual, Moral, Social and Cultural Development of students through the taught curriculum and through the use of appropriate teaching and learning strategies e.g. discussion, reflection, student participation, circle time etc.
Staff Attendance Policy	To ensure that the employee receives the necessary support and advice from the Head Teacher/Principal/Chair of Governors to facilitate their full recovery.

Student Participation Policy	To encourage every student to maximise their time at school by providing opportunities to participate and enjoy a range of activities beyond the classroom.
Whistleblowing Policy	To advise members of staff about the procedure which should be followed where you wish to draw attention to issues of bad practice, possible fraud or corruption or other matters which seem to you to be against the interests of the public, the Council or its staff.

Signed by Chair of Finance Committee.....

Date.....