




# Freedom of Information Publication Scheme

## Maple Ridge School

### Issue/Revision History

Issue/Rev No.	Date	Reason for Issue
One	Autumn 2003	For use
Two	Autumn 2007	No change
Three	Autumn 2011	No change
Four	Autumn 2015	No change
Five	February 2022	Updated minor details and policy information

### Document Authorisation

Document Approved for Issue:
Signature: 
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Title/Role: Headteacher
Date: <u>28/02/22</u>

## 1. INTRODUCTION

### What is a publication scheme and why has it 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 that 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

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.

## 2. AIMS AND OBJECTIVES OF MAPLE RIDGE SCHOOL

### Vision Statement

- We, at Maple Ridge School, are determined to secure the most relevant education for every pupil.
- We believe in giving our pupils the best possible chances in life by providing them with the skills to be as independent as possible, enabling them to be included in society.
- We seek to promote each child's learning and sense of self worth by developing their confidence and belief in themselves and their ability to achieve.
- We will constantly strive to provide challenging, interesting and appropriate learning experiences, to set high expectations and to value everyone's contribution.
- We are committed to building relationships based on mutual respect, openness and honesty, and encourage tolerance and understanding of others.
- We will work together in school and in partnership with parents to ensure a consistent approach.
- We will create a welcoming and supportive environment where learning is enjoyable, achievable and the belief that **'anything is possible'**.

### We aim to:

- provide opportunities for the staff to further develop their skills and expertise.
- reward achievement, however small.
- teach children to reflect on their own behaviour.
- be role models in the way in which we behave towards each other.
- be approachable and accessible to children and their parents.
- maintain regular contact with parents and keep them informed of their child's progress.
- provide mutual support, both formally and informally.
- be a centre of expertise providing support to the wider community.

### We aim to provide a curriculum which will:

- enable pupils to interact and communicate with a wide range of people, teaching communication support systems where necessary.
- encourage children to explore, question and to challenge.
- increase pupils' awareness and understanding of their environment and the world.
- comprise suitably differentiated and achievable work activities.
- enable pupils to express preferences, communicate needs, make choices and make decisions.

### **3. 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.

#### **Governors' Documents**

Information published in the Governors Annual Report and in other governing body documents.

#### **Pupils and 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 any of the documents within the scheme, please contact the school by telephone or email. Contact details are set out below:

Address: Maple Ridge School, Maple Crescent, Basingstoke, Hampshire, RG21 5SX  
Telephone: 01256 323639  
Email: [enquiries@mapleridge.hants.sch.uk](mailto:enquiries@mapleridge.hants.sch.uk)

To help us process your request quickly, please clearly mark any correspondence (in CAPITALS please) – "FREEDOM OF INFORMATION REQUEST". 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.

### **5. PAYING FOR INFORMATION**

Single copies of information covered by this publication are provided free of charge. However, if a request means that we have to do a lot of photocopying/printing, or pay a large postage fee, or is for a priced item, e.g. printed publications or videos, then we will advise the cost before fulfilling the request.

### **6. CLASSES OF INFORMATION**

#### **6.1. School Prospectus**

The school does not currently produce a prospectus.

#### **6.2. Governors' Documents**

This section sets out information published in the Governors' Annual Report and in other governing body documents.

## **Description**

The statutory contents of the Governors' Annual Report are as follows (other items may be included in the Annual Report at the school's discretion):

- details of the governing body membership, including name and address of the Chairman and Clerk.
- a statement on progress in implementing the action plan drawn up following an inspection.
- a financial statement, including gifts made to the school and amounts paid to governors for expenses.
- a description of the school's arrangements for security of pupils, staff and the premises.
- information about the implementation of the Governing Body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year.
- a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; 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 school.
- a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning.
- number of pupils on roll and rates of pupils' authorised and unauthorised absence.
- assessment results for appropriate Key Stages, with national summary figures.
- a statement of the extent to which proposals in the post-inspection action plan have been carried into effect.

## **Instrument of Government**

- 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 four years.
- the name of any body entitled to appoint any category of governor.
- details of any trust.
- the date the instrument takes effect.

## **Minutes of Meetings of Governing Body and its committees**

Agreed minutes of meetings of the Governing Body and its committees (current and last full academic year).

Please note that some information might be confidential or otherwise exempt from the publication by law, therefore we cannot publish this information.

## **6.3. Pupils and Curriculum**

This section gives access to information about policies that relate to pupils and the school curriculum.

### **Home Learning Policy**

The statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils. e.g. homework arrangements.

### **Curriculum Policy**

The statement of 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**

The statement of policy with regard to sex and relationship education.

### **Special Education Needs Policy and Information Report**

Information about the school's policy on providing for pupils with special education needs.



**Accessibility Plan**

Plans 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**

The statement of policy for promoting race equality.

**Child Protection and Safeguarding Policy**

The statement of policy for safeguarding and promoting welfare of pupils at the school.

**Behaviour Policy**

The statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

**6.4. School Policies and other information related to the school**

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

**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 of religious education in those schools designated as having a religious character.

**Post-OfSTED inspection action plan**

A plan setting out the actions required following the last OfSTED inspection and where appropriate an action plan following 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 Assessment**

The 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**

The statement of procedures for dealing with complaints.

**Performance Management of Staff**

The statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.

**Staff Conduct, Discipline and Grievance**

The statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

**Government policy, reports, circulars and statutory instruments**

Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Headteacher or Governing Body relating to the curriculum are available from [www.dfes.gov.uk](http://www.dfes.gov.uk). Local libraries will advise on access to the Internet, but please contact the school if difficulties arise.

## **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, if you require further assistance or if you wish to make a complaint then initially this should be addressed to Maple Ridge School (see contact details in section 4 above).

If you 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 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.

**Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF**

**Telephone: 0303 123 1113**  
**Website: [www.ico.org.uk](http://www.ico.org.uk)**