

MEATH GREEN JUNIOR SCHOOL

Freedom of Information Scheme



Contents

Introduction2

Aims and Objectives2

Categories of information published3

How to request information3

Paying for information.....3

Classes of Information Currently Published4

Feedback and Complaints.....6

Plan Admin	
Review Period:	Every 3 years
Status:	Statutory
Reviewed:	Spring Term 2025
Next Review Date:	Spring Term 2028

Meath Green Junior School Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

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.

Aims and Objectives

The school aims to:

- Provide a secure, caring and disciplined environment in which all pupils are encouraged to develop their individual talents and interests and realise their full potential across a broad based curriculum.
- Provide effective teaching in a lively and stimulating environment.
- Encourage pupils to set high standards for themselves and achieve our highest expectations.
- Foster positive relationships throughout the school encouraging respect, and tolerance and valuing the contribution made by all.
- Form an effective partnership between home, school and the wider community.
- Make a difference through the efficient use of resources.
- Provide an education which will enable pupils to co-operate with others providing the means to positively contribute to society in the future.

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 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.

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.mgjs.org

Email : info@mgjs.org

Tel: 01293 784298

Fax: 01293 822359

Contact Address: Greenfields Road

Horley

RH6 8HW

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.

The Child Protection Policy is available as a paper copy, without any notice being given, from the main office.

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.

Classes of Information Currently Published

School Prospectus – this section sets out information published in the 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):

- 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 (required under the Disability Discrimination Act 1995) covering future policies for increasing access to the school by pupils with disabilities
- Information about the implementation of the governing body's policy on pupils with special educational needs and any changes to the policy during the last year

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.

The statutory contents of the school profile is as follows:

- How well the school is doing, how its performance compares locally and nationally and its strengths and plans for improvement.
- the school's successes
- details of extra-curricular activities
- health and safety information
- the school's response to the latest Ofsted report

Instrument of Governance

- 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
- The date the instrument takes effect

Minutes of meetings of the governing body and its committees - Agreed minutes of meetings of the governing body and its committees (From March 2004)

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

Home – school agreement

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

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

Disability Equality Scheme

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.

Child Protection Policy

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

Pupil 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.

Ofsted

Published report of the last inspection of the school and the summary of the report.

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.

Curriculum circulars and statutory instruments

Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum

Much of the above information is available on our website at www.mgjs.org

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:

Chair of Governors
Meath Green Junior School

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

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website : www.informationcommissioner.gov.uk

Freedom of Information Publication Scheme