



THE
MANOR
SCHOOL

FREEDOM OF INFORMATION POLICY

POLICY HISTORY			
Policy Written	September 2005	Ratified by FGB	01/09/05
Policy Updated	September 2006	Ratified by FGB	18/10/06
Policy Updated	September 2007	Ratified by FGB	10/10/07
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Policy Updated	November 2010	Ratified by FGB	13/10/10
Policy Updated	September 2011	Ratified by FGB	12/10/11



The Manor School

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

Introduction

The Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) that public authorities, including schools, are clear and proactive about the information they make public.

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

Effective communication is central to achieving our aims for The Manor School, and ensuring that all our children are 'Learning to Love Learning'.

We strive to include and engage all pupils and to prepare them for full participation in a diverse society. We aim to support the needs of all pupils and their families, taking account of gender, ethnicity, culture, religion, language, disability, ability, age and social circumstances through effective communication and by working in partnership for the well-being of every child. As a Christian school we believe that every child should feel that they are wonderful, amazing, loved, valued and unique, because God made them that way.

This Publication Scheme has three main strands:

- 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.

Categories of information published

The publication scheme details the information currently published (recently published) or which will be published in the future. This is divided into categories of information known as ‘classes’.

The classes of information that we undertake to make available are organised into four broad areas

School Prospectus – information published in the school prospectus.

Governors’ Documents – information published in 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

Email: admin@themanor.wilts.sch.uk

Tel: (01225) 700150

Fax: (01225) 791836

Contact Address: The Manor School
Ruskin Avenue
Melksham
SN12 7NG

To help us process your request quickly, please clearly mark any correspondence

PUBLICATION SCHEME REQUEST

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.

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. 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.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows:</p> <ul style="list-style-type: none">• the name, address and telephone number of the school, and the type of school• the names of the head teacher and chair of governors• information on the school policy on admissions• a statement of the school's ethos and values• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils• information about the school's policy on providing for pupils with SEN• number of pupils on roll and rates of pupils' authorised and unauthorised absences• National Curriculum assessment results for appropriate Key Stages, with national summary figures• the arrangements for visits to the school by prospective parents

Reports and other information relating to the governing body~ this section sets out information published by the Governing Body and in other Governance related documents.

Class	Description
School Profile	The school profile is published on the internet and replaces the Governors report to parents
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	Agreed minutes of meetings of the governing body and its committees (£ if more than one set of minutes are required)

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

Class	Description
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 for example homework arrangements
Curriculum Policies	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.
Single Equality Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour & 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 /SIAS 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 inspection of religious education where the school is designated as having a religious character
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 and Skills to the head teacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request within the bounds of the FOIA.

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 , c/o The Manor School, Ruskin Avenue, Melksham, SN12 7NG

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.ico.gov.uk

Signed on behalf of the Governing Body _____

12th October 2011

Review date: October 2012

