Grow, Learn, Believe, Achieve

Freedom of Information

Adopted On:	Nov 2016
Review Date:	Nov 2018
Review Frequency:	Every 2 years

This is Milford School's 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.
Whether the information is available free of charge or subject to a payment.

The scheme covers information already published and information which is to be published in the future. Most information in our publication scheme is either available for you on our website to download and print off, or is available in paper form.

Some information 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

'At Milford School our mission is to help every child in our care to "Grow, Learn, Believe, Achieve" - we work hard to instill a positive approach to learning.
We believe that working in partnership with parents, carers, governors and our community is essential to ensure success. A family atmosphere is fostered within which children feel confident to express themselves and know that success in any aspect of their lives will be rewarded and celebrated.'

At Milford School we aim to:

- Give learners a range of experiences to support their learning.
- Promote independence in our children, enabling them to be successful in their learning.
- Provide an exciting and varied curriculum where children grow. personally, socially and academically.
- Through our teaching of values, develop a caring attitude, and a respect for others and ourselves.

Create a happy, safe and interesting learning environment.
Provide equal opportunities for all.

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 (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 Handbook – information published in the school handbook.

School profile and other information relating to the Governing Body – information published in the School Profile and other governing body documents.

Pupils and Curriculum – information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.

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.milford.surrey.sch.uk.

Email: info@milford.surrey.sch.uk

Tel: 01483 422087

Contact address: The Headteacher
Milford School
Church Lane
Milford
Surrey
GU8 5JA

To help us process your request quickly, please clearly mark any correspondence '**FREEDOM OF INFORMATION ACT PUBLICATION SCHEME REQUEST'** in capitals please.

If the information you are looking for is not available via the scheme and is not 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 internet café.

Single copies of information covered by this publication scheme 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.

Classes of information currently published

School Handbook – this section sets out information published in the school handbook.

Class	Description
School Handbook	The contents of the school handbook are as follows (other items may be included in the handbook at the school's discretion: 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 these pupils. Information about the school's policy on providing for pupils with special educational needs. 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. Description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated les favourably than other pupils; details of the accessibility plan.

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 statutory contents of the School Profile are as follows (other items may be included if populated by the DCSF): What have been our successes this year? What are we trying to improve? How are results changed over time? How are we sure that we are meeting the needs of individual pupils? How do we make sure our pupils are healthy, safe and well supported? What activities are available to pupils? How are we working with parents and the community? What have pupils told us about the school, and what have we done as a result? What do our pupils do after leaving this school? What have we done in response to Ofsted?
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 4 years The name of anybody 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 of the meeting of the governing body and its committees[2]	Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)

[2] Some information might be confidential or otherwise exempt from publication by law and will therefore not be released

Pupils and 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 e.g. homework arrangements
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
Relationships and sex policy	Statement of policy with regard to relationship and sex education
Special Educational Needs policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plan	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.
Race Equality policy	Statement of policy for promoting race equality
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 headteacher 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 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 DCSF to the headteacher 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.

** Information available on our website – www.milford.surrey.sch.uk

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 you require further assistance or wish to make a complaint, then initially this should be addressed to the 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:

Contact address:	Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Information Line:	01625 545 700
Email:	publications@ic-foi.demon.co.uk
Website:	www.informationcommissioner.gov.uk