



**MAYFIELD GRAMMAR SCHOOL  
GRAVESEND**

**FREEDOM OF INFORMATION**

**Approved by:**  
**Last reviewed on:**  
**Next review due by:**

Mr Rob Boyce  
01/10/2019  
01/09/2021

**Date:** 01/10/2019

**Mayfield Grammar School, Gravesend**

**FREEDOM OF INFORMATION POLICY**

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## **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 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

This publication scheme, sets 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. Aims and Objectives**

The school aims:

1. To provide a broad and balanced curriculum which is sufficiently diverse to meet the needs of individual students and which enables each student to realise her full academic potential.
2. To stimulate our students' curiosity and imagination, to stretch and challenge their intellect, to encourage their independent thought and develop responsibility for their learning.
3. To encourage our students to develop confidence in their own abilities and to acquire the skills, aptitudes and competencies needed for a fulfilling life without regard to traditional stereotyping.
4. To promote our students' awareness of spiritual, cultural and moral values and to encourage a sense of trust, respect for and tolerance of others, in order to prepare them to live in our multi-cultural, multi-ethnic society.
5. To encourage our students to make a positive contribution to the life of the school and to the wider community.
6. To stimulate in our students a global awareness and to encourage them to take responsibility for their environment.

and this publication scheme is a means of showing how we are pursuing these aims.

### **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.

*Students & Curriculum* – information about policies that relate to students 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.msgg.kent.sch.uk](http://www.msgg.kent.sch.uk). If the information you are looking for is not in the scheme and is not on our website, you may still contact the school to ask if we have it.

Email: [enquiries@msgg.kent.sch.uk](mailto:enquiries@msgg.kent.sch.uk)

Tel: **01474 352896**

Fax: **01474 331195**

Contact Address: **Pelham Road, Gravesend, Kent DA11 0JE**

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

The timescale for responding to such requests is 20 days.

### **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.

Any publication in booklet form will be charged at £1 per booklet.

## 6. 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, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher and chair of governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• 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 students</li> <li>• information about the school's policy on providing for students with special educational needs</li> <li>• number of students on roll and rates of students' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• GCSE/GNVQ results in the school, locally and nationally</li> <li>• a summary of GCE A/AS level results in the school and nationally</li> <li>• the number of students studying for and percentage achieving other vocational qualifications</li> <li>• the destinations of school leavers<sup>1</sup></li> <li>• the arrangements for visits to the school by prospective parents</li> <li>• the number of places for students of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places</li> </ul>

### **Governors' Annual Report and other information relating to the governing body–**

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

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> <li>• details of the governing body membership, including name and address of chair and clerk</li> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• a description of the school's arrangements for security of students staff and the premises</li> <li>• information about the implementation of the governing body's policy on</li> </ul>

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

\*\* available on the School website [www.mgsg.kent.sch.uk](http://www.mgsg.kent.sch.uk)

	<p>students with special educational needs (SEN) and any changes to the policy during the last year</p> <ul style="list-style-type: none"> <li>• a description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of students on roll and rates of students' authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• GCSE/GNVQ results in the school, locally and nationally</li> <li>• GCE A/AS and vocational qualification results in the school and nationally</li> <li>• the number of students studying for and percentage achieving other vocational qualifications</li> <li>• the destinations of school leavers<sup>1</sup></li> <li>• a statement of the extent to which proposals in the post- inspection action plan have been carried into effect</li> </ul>
Instrument of Government	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
Minutes <sup>1</sup> 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> ]

**Students & Curriculum Policies** - This section gives access to information about policies that relate to students 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 students for example 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
Sex Education Policy	Statement of policy with regard to sex and relationship education

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\*\* available on the School website [www.msgs.kent.sch.uk](http://www.msgs.kent.sch.uk)

Special Education Needs Policy	Information about the school's policy on providing for students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school. <i>(from March 2004)</i>
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.

<b>Class</b>	<b>Description</b>
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 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

**\*\* available on the School website [www.mgsg.kent.sch.uk](http://www.mgsg.kent.sch.uk)**

## **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 ***The Headteacher, Mayfield Grammar School, Gravesend, Pelham Road, Gravesend, Kent DA11 0JE***

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*

**Phone: 0303 123 1113**

**Website : [www.ico.org.uk](http://www.ico.org.uk)**