



**Publication Scheme on
Information available under
The Freedom of Information Act 2000**

<p style="text-align: center;">This is Furze Platt Senior School Publication Scheme on Information available under the Freedom of Information Act 2000</p>

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 (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.

Some information which we hold may not be made public, for example personal information.

2. Aims and Objectives

Our aim at Furze Platt is to prepare young people for their immediate circumstances and future life. To do this, we aim:

- to develop personal qualities in pupils, including self confidence, vitality, integrity, cooperation, discipline, health, courtesy, consideration, sensitivity, ambition and leadership;
- to equip the individual with knowledge, skills and interests as the necessary foundation of recreational, vocational and academic satisfaction;
- to prepare young people explicitly for employment, college, university and family life;
- to make pupils aware of their cultural and religious heritage within the framework of the wider world and their role as citizens.

To achieve these we will:

- support parents' encouragement of their children's development;
- provide a structured environment in which effective education can take place;
- attempt to make our school an integral part of the community, enhancing the lives and prospects of pupils through links with industry, parents, community services, local groups, schools and societies;
- help our pupils to reach the highest possible standards in public examinations and competition; and gain public recognition for those achievements not registered in

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

3. Specified information to be published on a school's website

Under The School Information (England) (Amendment) Regulations 2012 –SIR 2012

- The name, postal address and telephone number of the school, and the name of a person to whom enquiries should be addressed;
- Information on the school policy on admissions;
- A statement of the school's ethos and values;
- Information on accessing the most recent Inspection report about the school;
- In relation to each academic year, the content of the curriculum followed by the school for each subject and details as to how additional information relating to the curriculum may be obtained;
- A list of the courses provided which lead to a GCSE qualification;
- A list of other courses offered at key stage 4 and the qualifications that may be acquired;
- Information about the school's policy on providing for pupils with special educational needs including an accessibility plan;
- The school policy on behaviour;
- The school's most recent key stage 4 results as specified in para 5 of schedule 4 SIR 2012;
- Information on accessing the School Performance tables;
- Report on allocation of the Pupil Premium Grant;
- The school policy on charging and remissions.

Other information arranged under classes - see section 6

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.furzeplatt.com

Email: office@furzeplatt.com

Tel: 01628 625308

Fax: 01628 782257

Contact Address: Furze Platt Senior School, Furze Platt Road, Maidenhead, Berkshire, SL6 7NQ

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

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not 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. This will be the actual cost of photocopying or printing plus Royal Mail 2nd class postage. **Where there is a charge this will be indicated by a £ sign in the description box.**

6. Information additional to that specified in Section 2 on website unless indicated Current information only

Class 1 - Who we are and what we do

List of the Governors and basis of their appointment

The Articles of Association

The Funding Agreement

Annual summary to parents in the Term 6 newsletter

School Prospectus

Sixth Form Prospectus

Who's Who at Furze Platt, Tutor Group List – under publications on Parents section.

Class 2 - What we spend and how we spend it

Annual Academy Trust Accounts

Annual budget plan and financial statements – by request

Procurement Policy

Pay Policy

Staffing and Grading structure

Governors' Allowances Policy

Class 3 – What our priorities are and how we are doing

Vision statement

Major future proposals

Performance Management policy

School performance tables and inspections as in section 3

Class 4 – How we make decisions

Admissions policy - Numbers/patterns of successful applicants when available

Agreed public minutes of meetings of the Governing Body.

Agreed minutes, agendas and papers of committees, with the exception of information that is properly considered to be private to the meeting – by request.

Class 5 – Our policies and procedures Current information only

Pupils & Parents Policies

Child Protection, Offsite Activities, Complaints, Behaviour for Learning, Anti-Bullying, Anti-Racism, Drugs £, Internet Safety, Whole School Food, Attendance, Equalities £, Publication Scheme, Exclusions, Medical Needs, Admissions

Site & Finance Policies

Health & Safety £, Charging and Remissions, Lettings £, Admin & Finance Procedures £, Fixed Assets, Expenses, Investment and Reserves, Gifts, Hospitality & Bribery, Anti-Fraud, Premises.

Teaching & Learning Policies

Curriculum, Special Education Needs/Shine, , Learning, Home Learning, Marking, Assessment, Reporting and Target Setting, Gifted & Talented £, Arts, Sex and Relationships, Careers Education, Information, Advice and Guidance, Examinations £, Literacy.

Staff Development Policies

Staff Development & Performance Management/Procedural Handbook, Grievance & Discipline £, Pay £, \Promoting Staff Wellbeing and Managing Absence £, Raising Concerns at Work (Whistleblowing), Flexible Retirement, Flexible Working £, Management of Retirement £, Support for Working Carers, Leave of Absence, Cover for Absent Teachers.

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, sent to all parents via the student planner.

Privacy Notice under the Data Protection Act 1998

Model Code of Conduct for Governors

Class 6 – Lists and Registers

FOIA Disclosure Log – by request

Asset register £ - by request

Any information the school is currently legally required to hold in publically available registers – by request. This does not include the attendance register.

Class 7 The services we offer

Parents section on website – Guide for New Parents, Information about the PTFA, Parents' Forum, Parent Mail, Trips and Visits, Sports' Fixtures, Lost Property, Calendar, Activities Directory, iclub, Open Evening Video.

- under Publications - The Parents' Guide to Year 7, List of Text Books, Extra-curricular activities, Café Menu, Uniform Guidelines
- under Supporting Your Child – Options and curriculum guides and presentations from information evenings
- under Examination and Revision – policy, guides and presentations

Curriculum section on the website

Pastoral section on the website – description of our pastoral care arrangements and Learning Gateway for information on your child.

News section on the website Termly Newsletters, Parents Weekly Update and Student magazines

Sixth Form section on the website

Community section on the website – Information on services and activities provided by the Furze Platt Cluster of schools, Information on International Links, Adult Choir

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's PA at Furze Platt Senior School.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaints 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's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Or

Enquiry/Information Line: 0303 123 1113 or 01625 545745

Website: www.informationcommissioner.gov.uk