

This is Glebelands School's, Cranleigh, 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 (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 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 to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

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 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.

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.

Email: info@glebelands.surrey.sch.uk

Tel: **01483 542400**

Fax: **01483 542401**

Contact Address: **Parsonage Road, Cranleigh, Surrey, GU6 7AN**

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, 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 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.

6. Classes of Information Currently Published

School Prospectus –

this section sets out information published in the school prospectus.

Class	Description	Location
School Prospectus	<p>The 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 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• GCSE/GNVQ results in the school, locally and nationally• a summary of GCE A/AS level results in the school and nationally• the number of pupils studying for and percentage achieving other vocational qualifications• the destinations of school leavers¹• the arrangements for visits to the school by prospective parents• the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places	School website – www.glebelands.surrey.sch.uk

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

Information relating to the governing body–

this section sets out information published in governing body documents

Class	Description	
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 	Available from Clerk to Governors info@glebelands.surrey.sch.uk
Minutes¹ 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>]	Available from Clerk to Governors info@glebelands.surrey.sch.uk
Governors' Allowances	Statement indicating which agreed allowances incurred by Governors' when undertaking their duties will be reimbursed	Available from Clerk to Governors info@glebelands.surrey.sch.uk
Register of business Interests of Governors and Head Teacher		Available from Clerk to Governors info@glebelands.surrey.sch.uk

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	Admissions Pack and available from Parent Information Section of school website – www.glebelands.surrey.sch.uk
Sex Education Policy	Statement of policy with regard to sex and relationship education	Available from Parent Information Section of school website – www.glebelands.surrey.sch.uk
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs	Available from Parent Information Section of school website – www.glebelands.surrey.sch.uk

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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.	TO PUBLISH Available from Parent Information Section of school website – www.glebelands.surrey.sch.uk
Publication of equality information objectives	Statement of policy for promoting equality	TO PUBLISH Available from Parent Information Section of school website – www.glebelands.surrey.sch.uk
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.	Available from Parent Information Section of school website – www.glebelands.surrey.sch.uk
Management of Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.	Available from Parent Information Section of school website – www.glebelands.surrey.sch.uk

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	Link to Ofsted from school website – www.glebelands.surrey.sch.uk
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	Available from Headteacher info@glebelands.surrey.sch.uk
Admissions Arrangements	Admissions arrangements for Surrey County Council schools are centralised	Available from Surrey County Council Website - admissions area www.surreycc.gov.uk
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	Available from Parent Information Section of school website – www.glebelands.surrey.sch.uk
School session times and term dates	Details of school session and dates of school terms and holidays	Available from school website – www.glebelands.surrey.sch.uk
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	H&S - available from Parent Information Section of school website – www.glebelands.surrey.sch.uk RA – available from SBM info@glebelands.surrey.sch.uk

Premises Management	Statement of maintenance compliance in council buildings	Available from www.fedps.org.uk/compliance_monitoring.pdf
Complaints procedure	Statement of procedures for dealing with complaints	Available from Parent Information Section of school website – www.glebelands.surrey.sch.uk
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	Available from Headteacher info@glebelands.surrey.sch.uk
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	Available from Headteacher info@glebelands.surrey.sch.uk
Teachers Pay Policy	Statement of schools policy in line with Teachers Pay and Conditions documentation	Available from Headteacher info@glebelands.surrey.sch.uk
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	Link to DofE from school website – www.glebelands.surrey.sch.uk
Data Protection	Statement of policy regarding the security of all information held electronically and on paper regarding all living people	Available from Headteacher info@glebelands.surrey.sch.uk
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request	None

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.

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

**Glebelands School
Freedom of Information Publication Scheme
Annex A – Further documents held by the school**

Name of Document	Description
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