



# **Greenfield Primary School**

## **FREEDOM OF INFORMATION ACT POLICY**

**Approved by Governors (date) .....**

**Signed on behalf of the Governing Body .....**

**Chair of Governors**



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## **FREEDOM OF INFORMATION ACT POLICY**

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 (FOIA) 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 via contact with the school office.

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**

Greenfield Primary School promotes high achievement by working with children to:

- Be happy, highly motivated lifelong learners.
- Achieve their very best in all areas of the curriculum.
- Develop enquiring minds, creativity and a spirit of curiosity.
- Develop self confidence, self esteem, self reliance and self respect.
- Respect themselves, others and the world in which they live.
- Be able to work collaboratively and independently.
- Extend themselves in mind, body and spirit.

- Develop flexibility, adaptability, technological and problem solving skills required for the modern world.

At Greenfield we support these aims by:

- Providing a broad, balanced and challenging curriculum.
- Providing a rich programme of extra curricular activities and visits.
- Creating a stimulating, active and well resourced learning environment.
- Working collaboratively towards common goals.
- Developing a learning partnership between home, school and the community.
- Providing a variety of teaching and learning styles to stimulate all.
- Developing a cycle of target setting and review by each child, class year group and school.
- Creating a tolerant, caring, supportive environment which promotes equality and mutual respect.
- Offering an ethos of challenge, support and encouragement to succeed.

### **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.
- Pupils & Curriculum – information and policies that relate to pupils and the school curriculum.
- School Policies and other information related to the school.

#### 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: [office@greenfield.leics.sch.uk](mailto:office@greenfield.leics.sch.uk)

Tel: 0116 2773584

<http://greenfieldprimary.net>

Contact Address: Greenfield Primary School, Gwendoline Drive, Countesthorpe, Leicester, LE8 5SG.

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

#### 5. Paying for information

Information published on our website and the Local Authority 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.

#### 6. Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school prospectus.

| Class                    | Description  |
|--------------------------|--|
| <b>School Prospectus</b> | The contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion): <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>• a statement of the school's ethos and values</li><li>• information about the school's curriculum</li><li>• information policy on providing for pupils with special educational needs</li></ul> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>•</li> </ul>   |
| <b>Instrument of Government</b>  | <ul style="list-style-type: none"> <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 date the instrument takes effect</li> </ul> |
| <b>Minutes of meetings of the governing body and it's committees<sup>1</sup></b> | <ul style="list-style-type: none"> <li>• Agreed minutes of meetings of the governing body and its committees (current and last full academic school year).</li> </ul>   |

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

| <b>Class</b>                            | <b>Description</b>   |
|---|--|
| <b>Home – school agreement</b>          | 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.  |
| <b>Curriculum Policy</b>                | Statement of the school's Policy for the curriculum based on The Education Act 1996 (sec 351) and sets out curriculum content, topics and emphasis.  |
| <b>Sex Education Policy</b>             | Statement of policy with regard to sex and relationship education.   |
| <b>Special Educational Needs Policy</b> | Information about the school's policy on providing for pupils with special educational needs.  |
| <b>Accessibility Plans</b>              | Agreed in consultation with the Local Authority an agreed 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. |
| <b>Equal Opportunities policy</b>       | Statement of policy for promoting race equality.   |
| <b>Collective Worship</b>               | Statement of arrangements in adopting the Local Authority agreed plan for the required daily act of collective worship.  |

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law which we are unable to publish.

|                                     |  |
|-------------------------------------|--|
|                                     |  |
| <b>Safeguarding policy</b>          | Statement of policy for safeguarding and promoting welfare of pupils at the school.  |
| <b>Overarching Behaviour policy</b> | 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>  |
|--|---|
| <b>Published reports of Ofsted referring expressly to the school</b> | Published report of the last inspection of the school and the summary of the report.  |
| <b>Post-Ofsted inspection action plan</b>                            | A plan setting out the actions required following the last Ofsted inspection.   |
| <b>Charging and Remissions Policy</b>                                | 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 trips, swimming lessons. |
| <b>School session times and term dates</b>                           | Details of school session and dates of school terms and holidays.   |
| <b>Health and Safety Policy</b>                                      | 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.                          |
| <b>Complaints procedure</b>  | Statement of procedures for dealing with complaints.  |
| <b>Performance Management of Staff</b>                               | Statement of procedures adopted by the governing body relating to the performance management of staff.  |
| <b>Staff Conduct, Discipline and Grievance</b>                       | Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.  |
| <b>Curriculum circulars and statutory instruments</b>                | Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body.                        |
| <b>Other policies</b>  | Other policies relating to the school.  |

## **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 Mr C Bowpitt, Head teacher or Mr M Smith, Chair of Governors, via the school office.

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](mailto:publications@ic-foi.demon.co.uk).

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

| Version | Date  | Comment  |
|---------|---|----------|
| V1      | Date created: 27/4/2014                               | A Gordon |
| V2      | Date created: 27/10/2015<br>Review date: October 2019 |          |