



GREEN MEADOW PRIMARY SCHOOL

Freedom of Information Policy

Date Written January 2015

Reviewed by Governors : 4th March 2016

To be reviewed next : March 2017

An Academy,
achieving more,
learning together.



Introduction

One of the aims of the Freedom of Information Act 2000 is that public authorities, including this school 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.

Aims and Objectives

We believe that children thrive in a happy, secure and caring environment. We believe that education is the vehicle with which children can develop their social, creative and academic skills, to achieve their full potential.

Our aim is to provide opportunities and experiences for children to learn and develop within a nurturing, motivating and stimulating environment.

We aim to:

- To help our children make healthy choices for themselves.
- For us all to learn in a safe, caring and exciting place
- To help our children enjoy school and work to their full potential
- To help children develop positive relationships and show good behaviour in our community.
- To help our children learn basic skills which will support them in their future lives.

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. (Annexe A)

The information that we undertake to make available are organised into four broad topic areas:-

School Prospectus – Information published in the school prospectus.

Staffcommon>Policies-documentation>Freedomof information

School Profile and other information relating to the Governing Body – Information published in the School Profile and in other Governing Body documents.

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.

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:-

Website : www.greenmeadowprimary.com

Email : enquiry@greenmeadow.bham.sch.uk

Tel : 0121 475 4505

Fax : 0121 476 8254

Contact Address : Green Meadow Road, Selly Oak, Birmingham, B29 4EE

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

If the information you’re looking for isn’t available via the scheme and isn’t on the 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 an Internet café. Single copies of information covered by this publication are provided free unless stated otherwise in Annex A. 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 publication 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. Our Charging & Remissions Policy outlines our charging system and costs.

Classes of Information Currently Published

Much of our information is now available on our school website at www.greenmeadowprimaryschool.com

Welcome

- Headteacher Welcome
- Contact details
- Our Mission Statement
- What exactly is an Academy
- Our School Aims
- Our Staff
- Day in the Life 2015

Our School

- Policies relating to pupils, school curriculum and organisation.
- Governance (Governor Structure, Academy Financial Reports, Attendance, Articles of Association, Welcome from Chair of Governors)
- SEND
- Local Offer
- Pupil Premium
- Sports Premium
- Newsletters
- Pupil Attainment

Our Curriculum

- Curriculum Overview
- Leaflets (Curriculum leaflets)
- Outdoor Learning
- Being Healthy
- Being Active
- Phonics / Reading
- House Points
- Long Term Plans

Parents

- After School Clubs
- Academic Dates
- School Menus
- Prospectus

Feedback and Complaints

We welcome any comments or suggestion 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 Chair of Governors, c/o Green Meadow Primary School, Green Meadow Road, Selly Oak, Birmingham, B29 4EE or via email governingbody@greenmeadow.bham.sch.uk.

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 ensure 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 by telephoning 01625 545700; email at publications@ic-foi.demon.co.uk or website: www.informationcommissioner.gov.uk.

FREEDOM OF INFORMATION PUBLICATION SCHEME

ANNEX A –

Further documents held by the school may include some or all of the following:

1. Instrument of Government.
2. Terms of Reference – Finance Committee.
3. Terms of Reference – Admissions Committee.
4. Terms of Reference – Standards, Curriculum and Pastoral Committee.
5. Terms of Reference – Personnel Committee
6. Terms of Reference – Premises Committee.
7. Health & Safety Policy.
8. Anti-Harassment Policy.
9. Staff Grievance Policy.
10. Staff Disciplinary Policy.
11. Delegation of Powers (appointment/promotion of staff).
12. Managing Staff Absence Policy.
13. Mentoring of Trainees Policy.
14. Whistle Blowing Policy.
15. Maternity, Paternity, Parental & Adoption Policy.
16. Performance Management Policy.
17. Staff Development & Professional Training Policy.
18. Charging & Remissions Policy.
19. Special Educational Needs Policy.
20. Complaints Procedure.
21. Equality Policy.
22. The Education of Children in Care Policy.
23. Behaviour Policy.
24. Admissions to Reception Application & Criteria.
25. Admissions to Nursery Application & Criteria.
26. Barriers to Learning Policy.
27. Child Protection Policy.
28. School Development Plan.
29. School Ethos & Values.
30. Teaching & Learning Policy.
31. Educational Visits Policy.
32. Nutritional Standards Policy.
33. Inclusion Policy.
34. School Prospectus.
35. PSHE Policy.
36. Management of Drug Related Incidents Policy.
37. Administration of Prescribed Medicines Policy.
38. Peer Mediation Policy.
39. R.E. Policy.
40. Gifted & Talented Policy.
41. Sex & Relationship Education Policy.
42. Home/school Partnership Agreement.
43. Homework Policy.
44. Marking Policy.
45. Presentation Policy.

46. Maths Policy.
47. Literacy Policy.
48. Freedom of Information Act.
49. Collective Worship Policy.
50. Five Year Expenditure Programme.
51. Lettings Policy.
52. Purchasing & Tendering Policy