



# Greenbank Primary School

## Freedom of Information Policy

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|---------------|--|
| Date adopted: | Spring 2021  |
| Review cycle: | 3 year basis or in the light of any relevant legislative changes or updated guidance |
| Review Date:  | Spring 2024  |
| Committee:    | Policy and Curriculum Committee  |
| Author:       | School leadership team   |

### Legislative Context

Freedom of Information Act 2000

### Guidance

This policy should be read in conjunction with:

- Data Protection Act 1998

### MISSION STATEMENT

**We aim to provide a learning environment where all children can achieve their highest potential and to foster a climate where all children, regardless of any differences, are treated equally, feel secure and can grow in confidence and self-esteem.**

#### 1. Introduction

Greenbank Primary School is committed to the Freedom of Information Act 2000, which states that all schools should be clear and proactive about the information that they will make public. To do this we must produce a publication scheme that conforms to the model scheme for schools approved by the Information Commissioner, and which sets out:

- The classes of information that 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.

#### 2. Scope

The scheme covers retrospective information that has already been published, and information that is to be published in the future. All information in our publication scheme is either available for you to download from our website and print off, or available in paper form.

Some information that we hold may not be made public, for example personal information. This is governed in line with the requirements of the Data Protection Act 1998.

The School Governing Body is responsible for maintenance of this scheme.

#### 3. Categories of Information Published

The classes of information that we aim to make available include:

- *School Brochure* – information about the school published in the school brochure.
- *Governors' Documents* - information published in the 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:

Contact address: Greenbank Primary School  
Mossley Avenue  
Liverpool  
Merseyside  
L18 1JB

Telephone: 0151 522 5748

Email: [greenbank-ao@greenbank.liverpool.sch.uk](mailto:greenbank-ao@greenbank.liverpool.sch.uk)

If the information you're 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. [www.greenbank-primary.co.uk/](http://www.greenbank-primary.co.uk/)

### 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider.

Single copies of information covered by this publication are provided free unless stated otherwise in the table appendix. 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. 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:

**Chair of Governors c/o Greenbank Primary School, Mossley Avenue, Liverpool L18 1JB.**

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:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Phone: 0303 123 1113

Or

Website: <https://ico.org.uk/concerns/>

### 7. Classes of information currently published on the school website

| Class              | Description   |
|--------------------|---|
| School Information | <p>The statutory contents are as follows:</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>▪ information about the school's policy on providing for pupils with special educational needs</li></ul> |

## Information relating to the governing body

| Class   | Description  |
|---|--|
| <b>Governors' Information</b>   | <ul style="list-style-type: none"> <li>▪ details of the governing body membership, including name and address of chair and clerk</li> <li>▪ a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> </ul>  |
| <b>Instrument Of Government</b>   | <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 anybody 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> |
| <b>Minutes <sup>1</sup> of meeting of governing body and its committees</b> | Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)   |

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

**Pupils and Curriculum Policies** - this section gives access to information about policies that relate to pupils and the school curriculum.

| Class                                 | Description   |
|---------------------------------------|---|
| <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 e.g. homework arrangements                    |
| <b>Curriculum Policy</b>              | Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school                                     |
| <b>Sex Education Policy</b>           | Statement of policy with regard to sex and relationship education   |
| <b>Special Education Needs Policy</b> | Information about the school's policy on providing for pupils with special educational needs  |
| <b>Accessibility Plans</b>            | 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>Child Protection Policy</b>        | Statement of policy for safeguarding and promoting welfare of pupils at the school. (From March 2004)   |
| <b>Pupil Discipline</b>               | Statement of general principles on behaviour and discipline and of measures taken by the Head teacher to prevent bullying   |

**8. 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 and where appropriate, inspection reports of religious education in those schools designated as having a religious character             |
| <b>Post-Ofsted inspection action plan</b>                            | 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 |
| <b>Charging and Remissions Policies</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 e.g. school publications, music tuition, trips                         |
| <b>School session times and term dates **</b>                        | Details of school session and dates of school terms and holidays   |
| <b>Health &amp; Safety Policy and risk assessment</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>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 relating to the curriculum                               |

**\*\* Information available on our website [www.greenbank-primary.co.uk/](http://www.greenbank-primary.co.uk/)**