



Freedom of Information

Version Control

Review cycle: Yearly basis or in the light of any relevant legislative changes or updated guidance

Next Review Date: Spring Term 2026

School Version	Date Amended	Amends/Actions	Date Adopted
	27/03/2025	Applied front cover and style formatting	Spring Term 2025

1. Introduction and scope

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.

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. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

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

2. Legislation and guidance

Freedom of Information Act 2000

This policy should be read in conjunction with the Data Protection Act 1998

3. Aims

The school aims:

- to provide a caring, disciplined and challenging environment that stimulates the intellectual, emotional, physical, moral and spiritual growth of the pupils;
- to enable each child, whatever their ability, to recognise their own worth and to accept their responsibilities to society;
- to provide a broad and stimulating curriculum based on the National Curriculum, which seeks to develop lively, inquiring minds, and enables children to understand the society in which they live;
- to nurture those basic skills and concepts which are necessary for future education and development;
- to encourage self-confidence, self-discipline and self-motivation so that children may become self-reliant in their learning;
- to enable children to strive for excellence.

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

4. 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 7 of this scheme.

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

- Governors' Documents - information published in the Governors Organisation and Structure, business interests and attendance at meetings.
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- Key Information – includes documents listed that are required to be published on the school's website by the DfE.
- School Policies and other information related to the school - information about policies that relate to the school in general.

5. 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

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.

6. 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.

7. Classes of information currently published

School Website – This section sets out specific information published on the school website, in accordance with the School Information (England) (Amendment) Regulations 2012

Class	Description
School Information	<p>1. Contact Details: The name, postal address, email and telephone number of the school, and the name of a person to whom enquiries should be addressed.</p> <p>2. Ofsted Reports</p> <p>3. Performance Data: The school's most recent key stage 2 results as published by the Secretary of State under the following column headings in the School Performance Tables published on the Department for Education's website:</p> <p>(a) "% of pupils achieving the expected standard in reading, writing and mathematics</p> <p>(b) average progress in reading; writing; mathematics</p> <p>(c) % pupils achieving a high level of attainment in reading, writing and mathematics</p> <p>(d) average scaled score in reading</p> <p>(e) average scaled score in mathematics</p> <p>4. DfE Performance Tables: Information as to where and by what means parents may access the School Performance Tables published by the Secretary of State on the Department for Education's website.</p> <p>5. Curriculum: The following information about the school curriculum—</p> <p>(a) 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;</p> <p>(b) in relation to key stage 1, the names of any phonics or reading schemes in Operation.</p> <p>6. Pupil Premium: In respect of the school's Pupil Premium grant (pupil premium allocation) –</p> <p>(a) for the previous academic year: How the pupil premium allocation was spent, and The impact of that expenditure on eligible pupils and</p> <p>(b) a statement as to the school's strategy in respect of the pupil premium allocation for the current academic year ('pupil premium strategy'):</p> <ul style="list-style-type: none"> ▪ the amount of the school's pupil premium allocation ▪ a summary of the main barriers to educational achievement faced by the eligible pupils of the school ▪ how the pupil premium allocation is to be spent to address those barriers and the reasons for that approach ▪ how the school is to measure the impact and effect of its expenditure of the pupil premium allocation, and the date of the school's next review of its pupil premium strategy. <p>7. PE & Sport Premium for Primary School: How much PE and sport premium funding received for this academic year. A full breakdown of how they spent or will spend the funding this year. The effect of the premium on pupils' PE and sport participation and attainment how we will make sure these improvements are sustainable.</p> <p>8. Admission Arrangements: The determined admission arrangements for the school in relation to each relevant age group at the school, including any arrangements for selection, any oversubscription criteria and an explanation of the process of applying for a school place.</p> <p>9. Behaviour Policy: The measures determined by the head teacher under section 89 of the Education and Inspections Act 2006 (determination by head teacher of behaviour policy).</p>

	<p>10. Special Educational Needs: a report about the implementation of the governing body's policy for pupils with special educational needs. The report must contain the information prescribed in the Education (Special Educational Needs) (Information) Regulations 1999 (S.I. 1999/2506), and information about arrangements for admission of disabled pupils; steps taken to prevent them from being treated less favorably than other pupils; access facilities; and the plan prepared by the governing body under paragraph 3 of Schedule 10 to the Equality Act 2010 (c 15).</p> <p>11. Charging and Remissions: The school's charging and remissions policy determined by them under section 457 of EA 1996. One or more objectives that the school should achieve to do any of the things mentioned in the aims of the general equality duty</p> <p>12. Complaints Procedure</p> <p>13. Child Protection/Safeguarding Procedure</p> <p>14. Equality Act 2010 – Information and Objectives</p> <p>15. A statement of the school's ethos and values</p>
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Information relating to the governing body

Class	Description
Instrument of Government (including in the Governors' Manual on website)	<p>The name of the school</p> <ul style="list-style-type: none"> ▪ The category of the school ▪ The name of the governing body ▪ The structure and remit of the governing body and any committees, and the full names of the chair of each ▪ The manner in which the governing body is constituted ▪ For each governor or associated member who has served at any point over the past 12 months: <ul style="list-style-type: none"> ▪ their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government); ▪ relevant business and pecuniary interests (as recorded in the register of interests) including: <ul style="list-style-type: none"> ▪ governance roles in other educational institutions e.g. schools or colleges; ▪ any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and ▪ their attendance record at governing body and committee meetings over the last academic year. ▪ for associate members their voting rights (if any) on committees to which they have been appointed. The term of office of each category of governor ▪ the name of any body entitled to appoint any category of governor ▪ The date the instrument takes effect

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

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

Class	Description
Accessibility Policy	How the school increases access to education for pupils who are disabled as required by the Equalities Act.
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationships and Sex Education Policy	Statement of policy with regard to relationships and sex education, including information on a parents'/carers' rights to withdraw their child.
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Uniform Policy	School expectations of uniform for pupils
Safeguarding and Child Protection Policy	Outlining the measures in place to promote the safety and welfare of all pupils. Supplemented with a range of other safeguarding related policies
Behaviour Policy	Outlining the measures in place to promote positive behaviour of all pupils

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
School session times and term dates	Details of school session and dates of school terms and holidays
Health & 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

8. 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 Office Manager at school.

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: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Phone: 0303 123 1113

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

9. Monitoring arrangements

The policy will be formally reviewed on annually or in the light of any relevant legislative changes or updated guidance. It will be approved by the full governing board.

10. Links with other policies

This policy links with our policies on:

- Data Protection Polic

