

Goose Green Primary and Nursery School



Freedom of Information Policy

Spring 2014. To be reviewed Spring 2021

Goose Green's Core Professional Purpose is



Goose Green Education Trust
Trustees: R. McDade, J. Condliffe, T. Naik
Company Secretary: S. Chapman

Company No. 08149796



Freedom of Information Act 2000

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 and academy schools, should be clear and proactive about the information they will make public.

To do this Goose Green Primary and Nursery School 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 either available for you on our website to download and print off, or 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. Categories of information published

The publication scheme gives you 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 5 of this scheme.

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

School Website – information published on the school website.

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.

3. 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 or letter. Contact details are set out below or you can visit our website at www.goosegreenprimaryschool.org

Email: **office@goosegreenschool.org**

Tel: **020 8693 3568**

Contact Address:

Goose Green Primary and Nursery School

Tintagel Crescent

London

SE22 8HG

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

If the information you are 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.

4. Paying for information

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you do not 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 5. 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.

5. Classes of Information Currently Published

School Website – this section sets out information published on the school website.

Class	Description
School Website	<p>The statutory contents of the school website are as follows, (other items may be included in the prospectus at the school's discretion):</p> <p>The School Information (England) (Amendment) Regulations 2012 came into force on 1 September 2012, and apply to all schools. The legislation removed the requirement for schools to produce a prospectus. However, schools must publish key information online.</p> <p>To provide parents with the information they need, schools are required to publish:</p> <ul style="list-style-type: none"> • Information on pupil premium allocation - its use and its impact on attainment • Information about curriculum provision, content and approach • Information on admission arrangements (where applicable) • The school's policy in relation to behaviour, charging, and special educational needs (SEN) and disability provision • Links to Ofsted reports and Department for Education (DfE) achievement and attainment performance data • A statement on the school's ethos and values <p>Other information included on the website includes:</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 • National Curriculum assessment results for appropriate Key Stages, with national summary figures

Governors' Newsletters and other information relating to the governing body– this section sets out information published in Governors' documents.

Class	Description
Governors' Documents and other information relating to the governing body such as the HTs written report or	<p>The guidance for contents of the governors' documents and information are as follows :</p> <ul style="list-style-type: none"> • details of the governing body membership, including name of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection • a financial statement, including gifts made to the school and amounts paid to governors for expenses

school website	<ul style="list-style-type: none"> • a description of the school's arrangements for security of pupils staff and the premises • information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school • a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning • number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
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 anybody entitled to appoint any category of governor • Details of any trust • The date the instrument takes effect
Minutes ¹ 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>

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, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and schemes of work and syllabuses currently used by the school

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

Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school and <i>renewed annually</i>
Behaviour Policy	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.

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
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
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy	Statement of general policy with respect to health and safety at work for employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Appraisal of Staff	Statement of procedures adopted by the governing body relating to the appraisal of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
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
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or governing body relating to the curriculum

Our website is at www.goosegreenprimaryschool.org

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 the Headteacher at the 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:

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

Enquiry/Information Line:0303 123 1113

Email: casework@ico.org.uk.

Website : <http://ico.org.uk>

ADOPTED AND SIGNED ON BEHALF OF THE SCHOOL GOVERNING BODY ON	12 March 2014
NAME OF GOVERNING BODY REPRESENTATIVE	Bob McDade
SIGNATURE OF THE GOVERNOR	
SIGNATURE OF HEADTEACHER	
THE POLICY IS DUE TO BE REVIEWED IN	Spring 2021