

1. **INTRODUCTION: What a publication scheme is and why it has been developed.**

One of the aims of the Freedom of Information Act 2000 (referred to as FOIA in the rest of this document) 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 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. **AIMS AND OBJECTIVES**

At Greasby Junior School we aim to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work.

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

3. **CATEGORIES OF INFORMATION PUBLISHED**

The publication scheme is a guide 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:

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|---|---|
| a) <i>School Prospectus</i> | - information published in the school prospectus. |
| b) <i>Governors' Information</i> | - information published in the governing body documents. |
| c) <i>Pupils & Curriculum</i> | - information about policies that relate to pupils and the school curriculum. |
| d) <i>School Policies and other information related to the school</i> | - information about policies that relate to the school in general. |

4. HOW TO REQUEST INFORMATION

If parents/carers require a paper version of any of the documents within the scheme, they should contact the school by email, telephone, fax or letter. Contact details are set out below.

Email: schooloffice@greasby-junior.wirral.sch.uk

Tel: 0151 677 1837

Fax: 0151 677 1748

Contact Address: Greasby Junior School, Mill Lane, Greasby, Wirral CH493AR.

To help us process requests quickly, correspondence should be marked, "**PUBLICATION SCHEME REQUEST**" (in CAPITALS).

If the information requested is unavailable via the scheme parents/carers can still contact the school to ask if it is available.

5. PAYING FOR INFORMATION

Information published on our website is free, although costs may be incurred from the Internet service provider. If parents/carers do not have internet access, they can access the school website using school computers or using those in Greasby library.

Single copies of information covered by this publication are provided free unless stated otherwise in Section 6. If a request requires a significant amount of photocopying or printing, or to pay a large postage charge, or is for a priced item such as some printed publications or videos, the cost will be made clear before fulfilling the request. Where there is a charge this will be indicated by a £ sign in the description box.

6. CLASSES OF INFORMATION CURRENTLY PUBLISHED

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

Class	Description
School Prospectus	<p>The contents of the school prospectus are as follows:</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 • information on the school policy on admissions • a statement of the school's ethos and values • details of the religious education provided, parents' right to withdraw their child from religious education and collective worship. • information about the school's policy on providing for pupils with special educational needs • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • School session times and term dates

b) **Governors' Information** – this section sets out information published about the Governors'

Class	Description
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 • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Web site	<ul style="list-style-type: none"> • The names of the governors • The term of office of each category of governor • Attendance at meetings • The register of declaration of interests • Pen Portraits about each governor
Minutes of meeting of the Governing Body and its committees	<ul style="list-style-type: none"> • Agreed minutes of meetings of the Governing Body and its committees (<i>current and last full academic school year</i>) • Some information might be confidential or otherwise exempt from publication by law – it is therefore not possible to publish this

c) **Pupils and 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 and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its parents and pupils
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
Sex and Relationships 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
Accessibility Plans	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.
Equality Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying.

d) 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
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection
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
Complaints procedure	Statement of procedures for dealing with complaints

Health and 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
Performance Management of Staff	Statement of procedures adopted by the Governing Body relating to the performance management 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 of Education and Skills to the Headteacher or Governing Body relating to the curriculum

7. FEEDBACK AND COMPLAINTS

We welcome any comments or suggestions from parents/carers about the scheme. If a parent/carer wishes to make any comments about this publication scheme, if any further assistance is required or there is a wish to make a complaint then initially this should be addressed to:

The Headteacher, Greasby Junior School, Mill Lane, Greasby, Wirral CH493AR.

If a parent/carer is not satisfied with the assistance given or if the school has not been able to resolve the complaint and the parent/carer feels 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, SK95AF

Enquiry/Information Line: 01625 545700

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

Website: www.informationcommissioner.gov.uk

