



## Greenfield & Pulloxhill Academy

### Freedom of Information Policy & Publication Scheme

#### **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 this document) is that public authorities, including all maintained schools and academies, 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 that is to be published in the future. All information in our publication scheme is either available on our website to download and print off or available in paper form.

Some information that 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. The Governing Body is responsible for maintenance of this scheme.

#### **2. Aims and Objectives**

- To live and promote our school values in everything we do
- To provide our children with an effective transition from one stage of education to the next
- To maintain our high educational standards through a broad, balanced and engaging curriculum
- To work closely with the parents, the church and wider community
- To educate our children in the importance of a sustainable future and this will be reflected in the management of our academy

#### **3. 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 6 of this scheme.

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

- *School Prospectus* – information published in the school prospectus.
- *Governors' Documents* - information published in policies and other 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

Many of the documents are available on our website. You will find our website at [www.greenfieldandpulloxhillschools.org.uk](http://www.greenfieldandpulloxhillschools.org.uk)

If you require a paper version of any of the documents within the scheme, please contact the academy. Contact details are set out below:

Email: [greenfield@gpacademy.org.uk](mailto:greenfield@gpacademy.org.uk) OR [pulloxhill@gpacademy.org.uk](mailto:pulloxhill@gpacademy.org.uk)

Tel: Greenfield C of E School    01525 712426  
Pulloxhill School                01525 713150

Contact Address:

Greenfield C of E School, Pulloxhill Road, Greenfield, Bedfordshire MK45 5ES  
Pulloxhill School, Fieldside Road, Pulloxhill, Bedfordshire MK45 5HN

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 and isn't on our website, you can still contact the school to ask if we have it.

**There is a 28 day notice period for providing requested information. Any requests need to be appropriate (see below) and repeated requests for the same information will not be processed. The Academy will determine if subsequent requests for information are in fact a repeated request.**

#### 5. 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.

There is a standard charge of £15 per publication if we are requested to provide paper copies. This will normally cover printing and postage. Any charges in excess of £15 will be advised before responding to a request.

#### 6. Classes of Information Currently Published

##### 6.1 Who we are and what we do

Organisational information, structures, locations and contacts

- *Academy prospectus*  
The statutory contents of the academy prospectus, as follows:
  - information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
  - a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.Once the prospectus has been published and made available to parents, access to it should be available to anyone.
- *Annual Report*

Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.

- *Governing Body*  
The names of governors, and the basis on which they have been appointed, is available in our prospectus and on the website.

Governors may be contacted via the Clerk to the Governors:  
Greenfield & Pulloxhill Academy  
Pulloxhill Road  
Greenfield  
MK45 5ES  
[greenfield@gpacademy.org.uk](mailto:greenfield@gpacademy.org.uk)  
01525 712426

- *Session times and term dates*  
Details of session times and dates of school terms and holidays.
- *Location and contact information*  
The address, telephone number and website for the academy together with the names of key personnel.

## 6.2 What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- *Pay policy*  
The statement of the academy's policy and procedures regarding teachers' pay.
- *Staffing structure*
- *Governors' allowances*  
Details of allowances and expenses that can be claimed or incurred.

## 6.3 What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

- *School specific*
  - Government-supplied performance data
  - Summary of latest Ofsted report
  - SEND support
- *Performance management information*  
Performance management policy and procedures adopted by the governing body.
- *Academy's future plans*  
Any major proposals for the future of the academy involving, for example, consultation or a change in status.
- *Child protection*  
The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

## 6.4 How we make decisions

Decision-making processes and records of decisions, available for the current

and previous three years.

- *Admissions policy / decisions*  
The academy's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.
- *Minutes of meetings of the Governing body and its sub-committees*  
Minutes, agendas and papers considered at such meetings should be made available as soon as practicable, with the exception of information that is properly considered to be confidential to the meeting.

## 6.5 Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

- *Academy Policies*  
This will include policies and procedures together with other information related to the academy such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy. It will also include policies and procedures for handling information requests.
- *Pupil and Curriculum policies*  
This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, and pupil discipline.
- *Records management and personal data policies*  
This will include information security policies and data protection (including data sharing) policies.
- *Equality and diversity*  
This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.
- *Policies and procedures for the recruitment of staff*  
If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
- *Charging regimes and policies*  
Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

## 6.6 Lists and registers

- *Curriculum circulars and statutory instruments*  
Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.
- *Disclosure logs*  
If any FOI disclosure requests are received, a disclosure request log will be maintained.
- *Asset register*  
If capital asset registers are held, some information will be made available.

- *Any information the academy is currently legally required to hold in publicly available registers*

#### 6.7 The services we offer

Information about the services the academy provides including leaflets, guidance and newsletters.

- *Extra-curricular activities*
- *Out of school clubs*
- *School publications*
- *Services for which the academy is entitled to recover a fee, together with those fees*
- *Leaflets, booklets and newsletters*

### 7. Feedback and Complaints

If you wish 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:

***Clerk to Governors,  
Greenfield & Pulloxhill Academy,  
Pulloxhill Road, Greenfield, Bedfordshire, MK45 5ES***

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 in the first instance, to the Chair of the Governing Body. Any further unresolved complaint should be referred 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***  
Enquiry/Information Line: 01625 545 700  
E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)  
Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

### History of Document

Issue No.	Author/Owner	Date Reviewed	Approved by Governors	Comments
1		February 2012	February 2012	
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