

Grove Wood Primary School

Freedom of Information Publication Scheme



The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows the model approved by the ICO and sets out the classes of information which we publish or intend to publish; the format in which the information will be made available; and whether the information is available free of charge or on payment.

1. Classes of information that are available under this scheme includes:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information which will not be made available under this scheme includes:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure (e.g. information that contravenes Data Protection legislation).
- Information in draft form, or notes, documents in older versions, emails or other correspondence.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

2. How to request information

To make a request for information, under the Freedom of Information Act, please email admin@grovewood.essex.sch.uk. To enable us to process your request quickly, please mark all correspondence: "FREEDOM OF INFORMATION REQUEST"

An acknowledgement email will be sent, and you may be contacted to request clarification on the information requested.

Requested documents under this scheme will be delivered electronically where possible, but paper copies can be provided by contacting the school.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, an appointment to view the information will be arranged within a reasonable timescale.

Where appropriate, we will provide information in redacted (i.e. edited) form, in line with any exemptions that we wish to apply under the legislation.

If we are unable to provide the information requested because we do not hold the information or we are applying an exemption to the disclosure, we will advise you accordingly.

Documents can be translated under disability, discrimination and any other legislation into accessible formats where possible.

3. Charges

Documents contained in this scheme are free to view on the school website. Single paper copies are also available free of charge to parents/carers and prospective parents/carers of the school.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

4. Written requests

Information held by the school that is not published under this scheme can be requested in writing, when it's provision will be considered in accordance with the provision of the Freedom of Information Act.

5. The Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, staffing structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website	Free
School prospectus	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address	Website	Free

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Capitalised funding	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Additional funding	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Pay policy	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Staffing and grading structure	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Governors' allowances	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Performance management policy and procedures adopted by the governing body.	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Schools future plans	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	

Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Data Protection policies • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Website Hard copy	Free 0.50p per page (b&w) 1.50p per page (colour)
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Child Protection • Pupil discipline 	Website Hard copy	Free 0.50p per page (b&w) 1.50p per page (colour)
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Website Hard copy	Free 0.50p per page (b&w) 1.50p per page (colour)
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Asset register / Inventory	Hard copy	0.50p per page (b&w)

		1.50p per page (colour)
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Leaflets books and newsletters	Website	Free
	Hard copy	0.50p per page (b&w) 1.50p per page (colour)
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.50p per sheet (black & white)	Actual cost @ 0.50p per sheet (black & white)
	Photocopying/printing @ 1.50p per sheet (colour)	Actual cost @ 1.50p per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2 nd class *

* the actual cost incurred by the school

6. Feedback and Complaints

We welcome any comments or suggestions you may have regarding this scheme.

If you require further assistance then initially this should be addressed to the Headteacher using the following contact details:

Email: admin@groveswood.essex.sch.uk

Tel: 01268 743445

Contact Address: Grove Wood Primary School, Grove Road, Rayleigh, Essex SS68UA

If you are not satisfied with the assistance that you get or if we have not been able to satisfy your request 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 Website www.informationcommissioner.gov.uk