



GRANGE INFANT SCHOOL
PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE
FREEDOM OF INFORMATION ACT 2000

The governing body is responsible for maintenance of this 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 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 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 Commissioners Office (ICO).

2. Aims and Objectives

Grange Infant School aims to:

- Enable every child to have access to a high quality of teaching and learning experiences across the curriculum, in order to achieve their full potential

This publication scheme is a means of showing how we are pursuing this aim.

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 and other information relating to the governing body*
- *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

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 or you can visit our website at <http://www.grange-inf.hants.sch.uk>

Email: adminoffice@grange-inf.hants.sch.uk

Tel: 02392 5820984

Contact Address: Grange Infant School, Franklin Road, Rowner, Gosport, Hants PO13 9TS

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 is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

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.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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.

6. Classes of Information Currently Published

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

The statutory contents of the school prospectus are as follows; (other items may be included in the prospectus at the school’s discretion);

- School Contact details
- Name of the Staff and School Governing Body
- Admissions Policy
- A statement of the school’s Vision and Values
- National Curriculum assessment results for KS1
- Arrangements for visits to the school by prospective parents

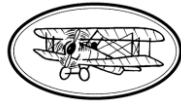
Information relating to the governing body

Instrument of Governance:

- The name of the school
- The category of School
- The name of the Governing Body
- The manner in which the Governing Body is Constituted
- The terms of office of each category of governor if less than 4 years
- The date the instrument takes effect

Minutes of meetings of the Governing Body and its committees

- Agreed minutes of meetings of the Governing Body and its Committees (Current and last full academic year)



Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum:

- Accessibility Plans
- Behaviour Policy
- Child Protection Policy
- Collective Worship Policy
- E-Safety
- Feedback and Marking
- Food
- Home School Agreement
- Safeguarding
- Sex and Relationships Policy
- Special Educational Needs Policy
- Spiritual, Moral, Social and Cultural Education
- Supporting Children with Medical Conditions
- Toileting

School Policies and other information related to the school

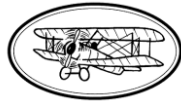
This section gives access to information about policies that relate to the school in general:

- Admissions
- Assessment
- Charging and Remissions Policy
- Complaints Procedure
- Data Protection, Privacy Notices
- First Aid
- Health & Safety Policy
- Managing Performance of Staff and Capability Policy
- Medicines
- Post OfSTED Action Plan
- Published reports of Ofsted
- School Session Times and Term Dates
- Staff Conduct, Discipline and Grievance Procedures
- Teaching and Learning

7. 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 via the school office.***

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 Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or

Enquiry/Information Line: 01625 545 700

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

Website : www.informationcommissioner.gov.uk

Agreed: This policy was agreed and ratified at the Governing Body meeting held 26th January 2021.

Review: This policy will be reviewed annually.

Signed
Headteacher

Signed
Chair of Governors

Date reviewed: January 2021

Date for next review: January 2022