

# **This is Greentrees Primary School's 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 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. Mission Statement**

*"Greentrees is an innovative, international family where everyone matters. Our children are happy, successful, healthy and safe. Learning is fun!"*

The school's aims:

At Greentrees Primary School we are all working within a Christian ethos to serve a common purpose.

- We aim to ensure that all strive to achieve their full potential academically, physically and socially. All members of the school are valued equally and as individuals, without prejudice.
- We want to work, in collaboration with parents, to create 'life-long learners', in a creative environment.
- 'Emotional Literacy' is at the heart of the school's ethos and curriculum.
- At the heart of the community, the school aims to foster an open and welcoming spirit promoting a mutually supportive relationship with parents and neighbours, so helping pupils to become valued and valuable members of their community.
- We aim to establish good standards of attendance.

## **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 a Governors Annual Report and in 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**

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.

E-mail: [admin@greentrees.wilts.sch.uk](mailto:admin@greentrees.wilts.sch.uk)

Tel: **01722 340596** Fax: **01722 340852**

Contact Address: Infant Site - **Greentrees Primary School, Sycamore Drive, Salisbury SP1 3GZ**, Junior Site - **Greentrees Primary School, Saunders Avenue, Salisbury SP1 3PG**

Website: [www.greentrees.wilts.sch.uk](http://www.greentrees.wilts.sch.uk)

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, 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 Brochures** – this section sets out information published in the school brochure.

Class	Description
<b>School Brochure</b>	<p>The statutory contents of the school brochure are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher and chair of governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>

**Governors' Annual Report and other information relating to the governing body**– this section sets out information published by the Governors and in other governing body documents.

Class	Description £
<p><b>Governors Report</b>  <i>(Initial issues to parents pre a School AGM is free of charge. Additional copies and copies to non parents will be charged at (50p per copy)</i></p>	<p>The statutory contents of a governors' report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> <li>• details of the governing body membership, including name and address of chair and clerk</li> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• a description of the school's arrangements for security of pupils staff and the premises</li> <li>• 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</li> <li>• 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</li> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• a statement of the extent to which proposals in the post- inspection action plan have been carried into effect</li> </ul>

<b>Instrument of Government (£1 per copy)</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes <sup>1</sup> of meetings (£1 per copy)</b>	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.

<b>Class (£1 per copy)</b>	<b>Description £</b>
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 pupils for example homework arrangements
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
Relationship and 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
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.
Race Equality Policy	Statement of policy for promoting race 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. ( <i>from March 2004</i> )
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class (£1 per copy)</b>	<b>Description £</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
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 & term dates	Details of school session and dates of school terms and holidays
Health & 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
Complaints procedure	Statement of procedures for dealing with complaints
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 head teacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that may be held by the school and are available on request

## **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 Mr Ray Picton, Headteacher, Greentrees Primary School, Sycamore Drive, Salisbury, SP1 3GZ.

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: 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)**

**Greentrees Primary School**  
**Freedom of Information Publication Scheme**  
**Annex A – Examples of further documents that may be held by the school:**

<b>Name of Document (£1 per copy)</b>	<b>Description £</b>
Absence Policy	Statement of the policy with regard to pupil absences.
Anti Bullying Policy	Statement of the policy on dealing with bullying in school.
Art & Design Policy	Statement of the policy for teaching art and design in the curriculum.
Assessment Policy	Statement of the policy detailing the procedures followed when assessing pupils.
Asthma Policy	Statement of the policy for pupils suffering from asthma.
Continuing Professional Development Policy	Statement of the policy for the continued training and development of staff
Design and Technology Policy	Statement of the policy for teaching design and technology in the curriculum.
Dinner Time Policy	Statement on the arrangements for pupil's welfare during dinnertime.
Drugs Education Policy	Statement of the policy for educating pupils about drugs.
English & Library Policy	Statement of the policy for teaching English in the curriculum.
Equal Opportunities Policy	Statement of the policy for promoting equal opportunities.
Foundation Stage Policy	Statement of the policy for teaching the foundation stage (3-5 years).
Geography Policy	Statement of the policy for teaching geography in the curriculum.
Able, Gifted and Talented Policy	Statement of the policy for encouraging the continued development of gifted and talented pupils.
History Policy	Statement of the policy for teaching History in the curriculum.
Homework Policy	Statement of the policy for setting homework to pupils.
ICT Policy	Statement of the policy for teaching ICT in the curriculum.
Inclusion Policy	Statement of the policy for promoting inclusion in school.
E-Safety Policy	Statement of the policy for teaching the Internet in the curriculum.
Learning and Teaching Policy	Statement of the general policy on learning and teaching in school.
Lettings Policy	Statement of the policy for letting the premises to outside organisations.
Linked Governor Policy	Statement of the policy for Governors to visit and monitor their areas of responsibility in school.
Maths Policy	Statement of the policy for teaching Maths in the curriculum.
Mentor Governors Policy	Statement of the policy for using experienced Governors as mentors for new governors.
Mission Statement	Statement of the school's aims and objectives.
Modern Foreign Languages Policy	Statement of the policy for teaching languages in the curriculum.
New Governor Induction Policy	Statement of the policy for introducing new governors to their roles and responsibilities.
New Staff Induction	Statement of the policy for introducing new staff to their roles

	and responsibilities.
Non Smoking Policy	Statement of the policy prohibiting smoking in school.
Pay Policy	Statement of the policy on staff remuneration.
PE Policy	Statement of the policy for teaching PE in the curriculum.
PSHE and Citizenship Policy	Statement of the policy for teaching PSHE in the curriculum.
Redundancy Policy	Statement of the policy regarding staff redundancy arrangements.
RE Policy	Statement of the policy for teaching RE in the curriculum.
Scheme of Delegation	Document detailing the responsibilities and organisation of the school's Governing Body.
School Travel Plan	Statement of the initiatives to ensure the safe transit of pupils to and from school.
School Visits, Visitors and Activities Policy	Statement of the policy for visits to the school and for pupils leaving the school for the purpose of educational activities.
Spiritual, Moral, Social and Cultural Development Policy	Statement of the policy for teaching spiritual, moral, social and cultural development in the curriculum.
Target Setting Policy	Statement of the policy for setting targets in school.

Policy created: June 2017

Next Review Date: June 2021 or when updated FOI legislation is released.