

Freedom of Information Policy



Greenfields
Community Primary
School

Freedom of information: publication scheme

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.

There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).

Schools must adopt the ICO's model scheme and make it publicly available.

Click this link to see the approved model publication scheme - <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

Our published guide to information

Schools should publish a guide to information alongside the publication scheme.

The guide should specify:

- the documents available
- the format of the documents
- any charges made for the information

Published Guide to information

Class one: Who we are and what we do (organisational information, structures and contacts)

Information	How the information can be obtained	Cost
Who's who in the school	Website: Greenfields Community Primary School - Who's Who	Free
	Hard copy: available on request	15p per page
Who's who on the governing body and the basis of their appointment	Website: Greenfields Community Primary School - Governors	Free
	Hard copy: available on request	15p per page
Staffing structure	Hard copy: available on request	15p per page
School opening hours	Website: Greenfields Community Primary School - School opening hours	Free
	Hard copy: available on request	15p per page
Term dates	Website: Greenfields Community Primary School - Term Dates	Free
	Hard copy: available on request	15p per page
Address of school and contact details, including email address	Website: Greenfields Community Primary School - Contact Details	Free

	Hard copy: available on request	15p per page
--	---------------------------------	--------------

Class two: What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Information	How the information can be obtained	Cost
Annual budget plan	Hard copy: available on request	15p per page
Capital funding	Hard copy: available on request	15p per page
Financial audit reports	Hard copy: available on request	15p per page
Procurement and contracts the school has entered into	Hard copy: available on request	15p per page
Pay Policy	Hard copy: available on request	15p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior members of staff	Hard copy: available on request	15p per page
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available on request	15p per page

Class three: What our priorities are and how we are doing

Information	How the information can be obtained	Cost
Performance data	Website: Greenfields Community Primary School - Compare school and college performance data in England - GOV.UK	Free
	Hard copy: available on request	15p per page
Latest Ofsted report	Website: Greenfields Community Primary School - Open - Find an Inspection Report - Ofsted	Free
	Hard copy: available on request	15p per page
Current school aims	Website: Greenfields Community Primary School - Aims for 2024/25	Free
	Hard copy: available on request	15p per page
Safeguarding and child protection	Website: Greenfields Community Primary School - Safeguarding	Free
	Hard copy: available on request	15p per page
Performance management policy and procedures adopted by the governing body	Hard copy: available on request	15p per page

Class four: How we make decisions (decision making processes and records of decisions)

Information	How the information can be	Cost
-------------	----------------------------	------

	obtained	
Admissions policy	Website: Greenfields Community Primary School - Policies Hard copy: available on request	Free 15p per page
Minutes of governing body meetings	Website: Greenfields Community Primary School - Governors Hard copy: available on request	Free 15p per page
Agenda of governing body meetings	Hard copy: available on request	15p per page

Class five: Our policy and procedures (policies required to be published)

Information	How the information can be obtained	Cost
Policies	Website: Greenfields Community Primary School - Policies Hard copy: available on request	Free 15p per page

Class six: Lists and registers

Information	How the information can be obtained	Cost
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only	Free

Class seven: The services we offer

Information	How the information can be obtained	Cost
Extra-Curricular activities	Website: Greenfields Community Primary School - Extra Curricular Clubs Hard copy: available on request	Free 15p per page
Extended provision	Website: Greenfields Community Primary School - Breakfast and After School Club Provision Hard copy: available on request	Free 15p per page
Nursery provision	Website: Greenfields Community Primary School - Nursery Hard copy: available on request	Free 15p per page