



ROYSTON SCHOOLS ACADEMY TRUST



The Greneway School

The Greneway School's Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for the 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 and academy 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. Schools Aims and Objectives

- A high quality education is every child's entitlement. At the Greneway School we aim to provide the very best for all our pupils. We achieve this through a commitment to develop the talents of each and every pupil to the full through an education, which inspires them to strive for higher achievement in every aspect of their lives. We are committed to excellence in all areas and we value achievements of all kinds.
- We aim to provide a stimulating education that stretches our pupils academically and helps them develop into responsible and caring citizens.
- It is our aspiration to foster in every child a desire for learning that they will carry through their life. We seek to develop an open and questioning mind, sensitivity, imagination and perseverance.
- We are ambitious for all our pupils and encourage them to be ambitious for themselves.
- We aim to ensure equality of opportunity for everyone and actively oppose all forms of prejudice.
- We aim to ensure that our pupils develop personal moral values, a respect for others, concern for the environment and that they develop as self-disciplined, courteous and co-operative individuals. To achieve this we are committed to working in partnership with the governors, parents, local community organisations and businesses.
- We are committed to working in close collaboration with all our neighbouring schools to ensure that our children benefit from a continuous and progressive programme of learning.

The Governors have made the following arrangements for the keeping and disclosure of all school records:

- a) Computer records will be kept securely using appropriate password protection and no one shall be permitted access except with the permission of the Headteacher.
- b) A backup will be taken every day and stored securely offsite. Access will be subject to separate password protection to the original record and no one shall be permitted access except with the permission of the Headteacher.
- c) Manual records are kept in locked containers, with keys held only by the Headteacher, other members of the senior leadership team and the secretarial staff.
- d) The Headteacher will permit access to a pupil's record by a person entitled to such access within 15 school days of receipt of a written request. Access will be by appointment with the Headteacher in the Headteacher office
- e) Upon receipt of a fee set by the Headteacher not exceeding the cost of supply (please enquire as to the current fee) and within 15 school days of receipt of a written request, the Headteacher will supply a copy of a pupil's records to any person entitled to access – no charge will be made pursuant to a request by another school or institution.
- f) A written request pursuant to paragraph (e) above should state the capacity in which the person seeking a copy makes the request (e.g. parent / guardian) and state the address to which the copy is to be sent.

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.

The School Profile and other information relating to the governing body – information published in the School Profile 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 copy of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below:

Email: admin@greneway.herts.sch.uk

Tel: 01762 243650

Fax: 01763 241499

Contact Address: Garden Walk, Royston, Herts SG8 7JF

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

5. Paying for information

Limited 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. 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.

6. Classes of Information Currently Published

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

Class	Description
	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • 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 • 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

The School Profile and other information relating to the governing body– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
School Profile	<p>The contents of the school profile is as follows:</p> <ul style="list-style-type: none"> • list information included in the school profile e.g. <ul style="list-style-type: none"> ○ performance data ○ summary of Ofsted report ○ school's intentions for the future, etc.
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect

Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]
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Some information might be confidential or otherwise exempt from the publication by law

– we cannot therefore publish this

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
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
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.

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

Class	Description
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 and term dates	Details of school session and dates of school terms and holidays
Health and 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

Class	Description
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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
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
Admissions policy	Statement of the schools policy on admissions.

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 ***Mrs L Rawlings, Headteacher.***

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 545 745 / 0303 123 1113

E Mail: casework@ico.org.uk

Website : www.ico.org.uk

Review

This Scheme was reviewed and agreed by the:

Planning and Resources Committee: 29 April 2013

Full Governors: 26th June 2013

Review date: April 2016