

GREENVALE PRIMARY SCHOOL



Freedom of Information Act Publication Scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- 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.
- Information in draft form.
- 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.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

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

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

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

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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Information Last reviewed on 1/10/2024	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts)		
Who's who in the school	Website: https://www.greenvale.medway.sch.uk/about-us/our-staff-and-governors Hard copy: available upon request, contact school office	Free 5p per page
Who's who in the Governing Body	Website: https://www.greenvale.medway.sch.uk/about-us/our-staff-and-governors Hard copy: available upon request, contact school office	Free 5p per page
Contact details for the school, Headteacher and Governing Body	Website: https://www.greenvale.medway.sch.uk/contact-us Hard copy: available upon request, contact school office	Free 5p per page
School Prospectus	Website: https://www.greenvale.medway.sch.uk/page/?title=Prospectus&pid=72 Hard copy: available upon request, contact school office	Free Free
School session times Term dates	Website: https://www.greenvale.medway.sch.uk/about-us/the-school-day https://www.greenvale.medway.sch.uk/news-and-events/term-dates Hard copy: available upon request, contact school office	Free Free 5p per page
Class two: What we spend and how we spend it Financial information on the school		
Financial information about the school	Website: https://www.greenvale.medway.sch.uk/page/?title=Financial+Information&pid=92	Free
Pupil Premium	Website: https://www.greenvale.medway.sch.uk/page/?title=Premium+Allocations&pid=45 Hard copy: available upon request, contact school office	Free 5p per page

Class three: What our priorities are and how we are doing (strategies, plans, performance indicators)		
School profile (if any)	Website: https://www.greenvale.medway.sch.uk/our-learning/our-results	Free
And in all cases:	Website: https://www.compare-school-performance.service.gov.uk/school/118317/greenvale-primary--school/primary	Free
<ul style="list-style-type: none"> performance data supplied to the English Government or a direct link to the data 	Website: https://www.greenvale.medway.sch.uk/attachments/download.asp?file=1200&type=pdf	Free
<ul style="list-style-type: none"> the latest Ofsted report 	Hard copy: available upon request, contact school office	5p per page
<ul style="list-style-type: none"> post-inspection action plan 		
School Improvement Plan (SIP)	Hard copy: available upon request, contact school office	5p per page
Data Protection Impact Assessments	Hard copy: available upon request, contact school office	5p per page
Class four: How we make decisions (Decision-making processes and records of decisions)		
Admissions policy/decisions (not individual admission decisions)	Website: https://www.greenvale.medway.sch.uk/attachments/download.asp?file=1483&type=pdf	Free
	https://www.greenvale.medway.sch.uk/attachments/download.asp?file=1484&type=pdf	Free
	https://www.greenvale.medway.sch.uk/attachments/download.asp?file=1481&type=pdf	Free
	Hard copy: available upon request, contact school office	5p per page
Agendas and minutes of meetings of the Governing Body and it's committees. (N.B. this will exclude information that is private and confidential)	Hard copy: available upon request, contact school office	5p per page
Class five: our policies and procedures (our current written protocols, policies and procedures for delivering our services and responsibilities)		
School policies and other documents	Website: https://www.greenvale.medway.sch.uk/page/?title=Policies+%26amp%3B+Documents&pid=20	Free
	Hard copy: available upon request, contact school office	5p per page
Records management, personal data and access to information policies	Website: https://www.greenvale.medway.sch.uk/page/?title=Policies+%26amp%3B+Documents&pid=20	Free
	Hard copy: available upon request, contact school office	5p per page

Equality & Diversity	Website: https://www.greenvale.medway.sch.uk/page/?title=Policies+%26amp%3B+Documents&pid=20	Free
	Hard copy: available upon request, contact school office	5p per page
Pay policy	Hard copy: available upon request, contact school office	5p per page
Safeguarding & Child Protection	Website: https://www.greenvale.medway.sch.uk/attachments/download.asp?file=1482&type=pdf	Free
	Hard copy: available upon request, contact school office	5p per page
Health & Safety	Website: https://www.greenvale.medway.sch.uk/attachments/download.asp?file=1480&type=pdf	Free
	Hard copy: available upon request, contact school office	5p per page
Policies and procedures for human resources and the recruitment of staff	Website: https://www.greenvale.medway.sch.uk/page/?title=Vacancies&pid=91	Free
	Hard copy: available upon request, contact school office	5p per page
Complaints procedures	Website: https://www.greenvale.medway.sch.uk/page/?title=Policies+%26amp%3B+Documents&pid=20	Free
	Hard copy: available upon request, contact school office	5p per page
Charging regimes and policy	Website: https://www.greenvale.medway.sch.uk/attachments/download.asp?file=1479&type=pdf	Free
	Hard copy: available upon request, contact school office	5p per page
Class six: Lists and Registers (information to be in currently maintained lists and registers only)		
Curriculum circulars and statutory instruments	Agendas and minutes of meetings of the Governing Body and it's committees. (N.B. this will exclude information that is private and confidential)	5p per page
CCTV	Information is held by the School Business Manager on the exact locations of cameras. Cameras are in various locations around the school building.	
Disclosure logs	Inspection only – contact school office	Free
Asset register	Inspection only – contact school office	Free
Any information the school is legally required to hold in publicly available registers	Inspection only – contact school office	Free
Class seven: the services we offer (information about the services the school provides, including leaflets, guidance and newsletters)		
Extra-curricular activities	Website: https://www.greenvale.medway.sch.uk/page/?title=Afterschool+Clubs&pid=51	Free
Wrap around care	Website: https://MFSE.class4kids.co.uk	Free

School publications	<p>Website: https://www.greenvale.medway.sch.uk/news-and-events/newsletters</p> <p>Hard copy: leaflets are available from the main reception copies of letters available upon request, contact school office</p>	<p>Free</p> <p>Free 5p per page</p>
Services for which the school is entitled to recover a fee, together with those fees	<p>Website: https://www.greenvale.medway.sch.uk/attachments/download.asp?file=1479&type=pdf</p> <p>Hard copy: available upon request, contact school office</p>	<p>Free</p> <p>5p per page</p>