



THE GREETLAND ACADEMY

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 school, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme setting out:

- a. The classes of information which we publish or intend to publish;
- b. The manner in which the information will be published; and
- c. 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 covered by the Data Protection Act (DPA)

Requests for information about anything relating to the environment are covered by the Environmental Information Regulations (EIR).

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

We want people to walk into Greetland Academy and know immediately that this is a welcoming, safe place where children are valued, where there is a sense of purpose and fun and where everyone works together with confidence, enthusiasm and respect. We aim to nurture academic, personal, spiritual and social development in a caring and challenging environment so that all achieve their full potential.

In the areas of Intellectual and Physical development, we aim:

- ❖ To help our children to become independent learners, developing enquiring minds and the ability to ask questions.
- ❖ To enable our children to develop a knowledge of the world in which they live.
- ❖ To encourage the development of a wide range of learning opportunities for all those associated with the school.
- ❖ To provide a stimulating, challenging and creative learning environment.
- ❖ To provide extension and support opportunities for all abilities.
- ❖ To maintain high expectation levels for children's all-round performance.
- ❖ To set realistic goals and targets for the whole school, age bands, classes and individuals.

In the area of Social, Moral and Emotional Development, we aim:

- ❖ To establish and maintain good working and caring relationships between all staff, parents, children, governors and the community.
- ❖ To encourage children to take personal responsibility for their own actions and develop positive strategies of self-discipline.
- ❖ To promote in all children a clear understanding of right and wrong.
- ❖ To help our children towards and understanding of their responsibilities as citizens.

In the area of Personal Development, we aim:

- ❖ To enable all members of our school community to experiences success within their own development.
- ❖ To acknowledge and reward personal achievement through praised and encouragement.

In the areas of Spiritual and Cultural Development, we aim:

- ❖ To encourage an empathy with the needs of others and a respect for all, regardless of culture, race or religion.
- ❖ To help our children to appreciate the importance of beliefs and values in human affairs.
- ❖ To promote a sense of awe and wonder about the world, human achievement and human life.

We will take every opportunity to positively promote the school and to celebrate its strengths whilst maintaining a rigorous programme of monitoring and review.

This publication scheme is a means of showing how we are pursuing these aims.

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 seven broad topic areas:

Class 1 Who we are and what we do – Organisational Information, locations and contacts, constitutional and legal governance – This will be **current** information only

Class 2 What we spend and how we spend it – Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

Class 3 What our priorities are and how we are doing – strategy and performance information, plans, assessments, inspections and reviews – **current** information

Class 4 How we make decisions – Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations

Class 5 Our policies and procedures – **current** written protocols for delivering our functions and responsibilities

Class 6 Lists and registers – information held in registers required by law and other lists and registers relating to the functions of the academy. **Current only** – this does not include the attendance register

Class 7 The service we offer – advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered – **current only**

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.

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.

Email: Key Stage 2– ks2@greetlandacademy.org.uk

Key Stage 1– ks1@greetlandacademy.org.uk

Telephone: 01422 372893

Fax – 01422 377125

Contact address: Greetland Academy, School Street, Greetland, Halifax, West Yorkshire HX4 8JB

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

If the information you are 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 Internet cafe'.

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.

6. Classes of Information Currently Published

Class 1: Who we are and what we do – current information

- Who's who in the school – staffing details
- Who's who on the governing body including appointment dates
- Instruments of Government/Articles of Association
- School Prospectus
- Staffing Structure
- School session times and term dates
- Address of school and contact details, including email address

Class 2: What we spend and how we spend it

- Financial Audit Reports
- Grant Funding Reports
- Academy Funding Agreement
- Value for Money Statement

Class 3: What are priorities are and how we are doing

- Ofsted status
- Performance data
- Multi Academy Trust – future plans
- Safeguarding and child protection
- Teacher Training
- School to School Support

Class 4: How we make decisions

- Admissions Policy
- Governing Body meeting minutes

Class 5: Our Policies and procedures in relation to pupils

- School Policies
- Equality & Diversity
- Records Management including Security and Data Protection Policies
- Charging and remissions/Lettings policy

Class 6: Lists and registers

- Curriculum circulars and statutory instruments
- Any information the school is currently legally required to hold in publicly available registers*

Class 7: The services we offer

- Extra-curricular activities
- Breakfast Club
- School publications: leaflets, booklets and newsletters

All of the above can be found on the school website, except items marked with an *

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make and comment about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to **Mrs Amanda Bennett, Executive Principal**. 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
Telephone: 01625 545700
Email: publication@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk

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