



GRANGE INFANT SCHOOL

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE

FREEDOM OF INFORMATION ACT 2000

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 either available for you on our website to download and print off or 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 Commissioners Office (ICO).

2. Aims and Objectives - Grange Infant School aims to:

- At Grange Infant School we offer an inclusive, engaging, respectful environment which embraces individuality and develops confident pupils with a love for learning. We believe in promoting British Values and providing opportunities for every individual to make outstanding progress and reach high levels of achievement across the curriculum.

This publication scheme is a means of showing how we are pursuing this aim.

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 Website* – information published on the school website.
- *Governors Documents and other information relating to the governing body*
- *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 or letter. Contact details are set out below or you can visit our website at <http://www.grange-inf.hants.sch.uk>

Email: adminoffice@grange-inf.hants.sch.uk, Tel: 02392 5820984, Contact Address: Grange Infant School, Franklin Road, Rowner, Gosport, Hants PO13 9TS. 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 is not available via the scheme and is not on our website, 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 - The statutory contents of the school website are as follows; (other items may be included in the website at the school's discretion);

- School Contact details
- Name of the Staff and School Governing Body
- Admissions Policy, arrangements for visits to the school by prospective parents
- A statement of the school's Vision and Values
- National Curriculum overviews and assessment results for KS1
- Financial information
- Policies and procedures
- Charging and remissions policy – schedule of charges

Information relating to the governing body - Instrument of Governance:

- The name of the school
- The category of School
- The name of the Governing Body
- The manner in which the Governing Body is Constituted
- The terms of office of each category of governor if less than 4 years
- The date the instrument takes effect

Pupils & Curriculum Policies –

This section gives access to information about policies that relate to pupils and the school curriculum:

- Accessibility Plans
- Antibullying
- Assessment
- Attendance
- Behaviour
- Child Protection and Safeguarding
- Children with health needs who cannot attend school and Supporting Children with Medical Conditions
- Collective Worship
- Educational Visits
- E-Safety
- Feedback and Marking
- Food
- Homework/Home School Agreement
- Marking, Feedback and Improvement
- PSHE/RSE
- SEND
- Spiritual, Moral, Social and Cultural Education
- Sun Safety
- Teaching and Learning
- Toileting



School Policies and other information related to the school –

This section gives access to information about policies that relate to the school in general:

- Abusive Behaviour Parents
- Admissions
- Acceptable Use of ICT
- Allegations of abuse made against teachers and other staff
- Best Value
- Charging and Remissions
- Child on Child Abuse
- Complaints Procedure
- Data Protection
- Designated Teacher for LAC and PLAC
- General Data Protection Regulation, Privacy Notices
- Equalities
- First Aid
- Freedom of Information
- Health & Safety
- Late Collection
- Medicines
- Missing Children
- Physical Restraint
- Post OfSTED Action Plan
- Published reports of Ofsted
- School Session Times and Term Dates
- Social Media
- Whistleblowing

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 ***the Headteacher via the school office.***

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 Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or Enquiry/Information Line: 01625 545 700,***

E Mail: publications@ic-foi.demon.co.uk, **Website :** www.informationcommissioner.gov.uk

Agreed: This policy was agreed and ratified at the Governing Body meeting held 17th January 2024.

Review: This policy will be reviewed annually, Date for next review: December 2024

Signed
Headteacher

Signed
Chair of Governors