

# EMMER GREEN PRIMARY SCHOOL



## PUBLICATION SCHEME AND FREEDOM OF INFORMATION POLICY

## 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 to download from our website 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 Commissioner.

The Board of Governors are required to maintain each of these policies and other documents, as outlined, however the drafting of school policies can be delegated to any member of school staff.

## 2. AIMS AND OBJECTIVES

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

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 we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus – General information and that published in the school prospectus or information packs or on our website
- Governors' Documents – 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

Many of the documents that we publish can be found on our school website at [www.emmergreenprimary.com](http://www.emmergreenprimary.com) .

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

Email	admin@emmergreen.reading.sch.uk
Telephone	(0118) 937 5464
Postal Address	Emmer Green Primary School Grove Road Emmer Green Reading RG4 8LN

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 is not available via the scheme you can still contact the school to ask if we have it.

#### 5. PAYING FOR INFORMATION

Information published to our website is free to browse, however you may incur costs from your Internet Service Provider. If you do not have Internet access, then our site can be accessed from public internet services such as those found at local libraries or internet cafés.

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

##### SCHOOL PROSPECTUS

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):

- The name, address and telephone number of the school, and the type of school
- The names of the head teacher and chair of governors
- Information on the school policy on admissions together with information about the right to appeal

- a statement of the school's ethos and values
- Information about the school's policy on providing for pupils with special educational needs

## GOVERNING BODY DOCUMENTS

Names and contact details of each of the governors are available along with their area(s) of responsibility, business interests and meetings they have attended.

Governing Body Terms of Reference, which includes specific reference to financial responsibility, Governor roles and responsibilities, and membership and responsibilities of the various Governing Body committees.

The 'Instrument of Government' document which records the name and category of school along with the name and constitution of its governing body.

## GENERAL SCHOOL INFORMATION

Details of school term dates and times for the regular school day

Details of major school trips

Contact details and address of the school, together with the names of key personnel

## WHAT WE SPEND AND HOW WE SPEND IT

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- Pay policy  
The statement of the school's policy and procedures regarding teachers' pay
- Staffing and grading structure
- Governors' allowances  
Details of allowances and expenses that can be claimed or incurred

## OUR PRIORITIES AND PROGRESS

This includes strategies and plans, performance indicators, audits, inspections and reviews.

- School profile
  - Government-supplied performance data
  - Copy of latest Ofsted report

- Performance management information
  - Performance management policy and procedures adopted by the governing body
- Schools future plans
  - Any major proposals for the future of the school involving, for example, consultation or a change in school status
- Child protection
  - The policies and procedures that are in place to ensure safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State

## HOW WE MAKE DECISIONS

Details about the decision-making process and records of decisions, including

- Admissions policy / decisions  
Emmer Green Primary School's admissions are managed by Reading Borough Council. Reading Borough Council will therefore provide information regarding admission arrangements and procedures, together with information about the right of appeal.
- Minutes of meetings of the Governing body and its sub-committees  
Minutes, agendas and papers considered at such meetings are available, with the exception of information that is properly considered to be private to the meeting
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## OUR POLICIES AND PROCEDURES

### PUPILS & CURRICULUM POLICIES

These policies give access to information about policies that relate to pupils and the school curriculum. This includes details on our curriculum, accessibility plan, sex education, home-school agreement, special educational needs (SEN), accessibility, race equality, behaviour and discipline, and anti-bullying,

### SCHOOL POLICIES

This includes policies such as charging and remissions, complaints procedures, health and safety, risk assessment, discipline and grievance policies, staffing structure, performance management and pay policies. It also includes policies and procedures for handling information requests.

## 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

**Chair of Governors, Emmer Green Primary School, Grove Road, Emmer Green, Reading, RG4 8LN**

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:

Website	<a href="https://ico.org.uk/for-the-public/raising-concerns/">https://ico.org.uk/for-the-public/raising-concerns/</a>
Enquiry/Information Line	0303 123 1113
Postal Address	Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF