



This is Goodmayes Primary School's 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 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. 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,

and 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.

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, or you can visit our website at www.webfronter.com/redbridge/goodmayes

Email: **admin.goodmayes@redbridge.gov.uk**

Tel: **020 8590 5810**

Fax: **020 8597 8607**

Contact Address: **Goodmayes Primary School
Castleton Road
Goodmayes
Ilford
Essex IG3 9RW**

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, 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 DVDs 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

Class 1 Who we are and what we do Organisational information, structures, locations and contacts)	How the information can be obtained	Cost
<ul style="list-style-type: none"> • Who's who in the school • Who's who on the Governing Body and the basis of their appointment • Instrument of Government • Contact details for the Head Teacher and for the Governing Body • School Prospectus • Staffing structure • School session times and term dates 	Website Website Hard copy Website Website Hard copy Website	£ £

Class 2 What we spend and how we spend it This section sets out financial information (current and previous financial year) relating to projected and actual income and expenditure, procurement, contracts and financial audit.	How the information can be obtained	Cost
<ul style="list-style-type: none"> • Annual budget plan and financial statements • Capitalised funding • Additional funding • Procurement and projects • Pay Policy • Staffing and grading structure 	Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy	£ £ £ £ £ £

Class 3 What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	How the information can be obtained	Cost
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted Report – Summary / Full Report • Appraisal Policy and procedures adopted by the Governing Body • School's future plans 	<p>Website</p> <p>Website</p> <p>Hard copy</p> <p>Hard copy</p>	<p></p> <p></p> <p>£</p> <p>£</p>

Class 4 How we make decisions Decision making processes and records of decisions	How the information can be obtained	Cost
<ul style="list-style-type: none"> • Admissions policy / decisions (not individual admissions decisions) • Agenda of meetings of the Governing Body and its committees • Minutes of meetings (as above) – NB: exclusive of information that is properly regarded as private to the meetings) 	<p>Website</p> <p>Hard copy</p> <p>Hard copy</p>	<p></p> <p>£</p> <p>£</p>

Class 5 Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	How the information can be obtained	Cost
<ul style="list-style-type: none"> • Charging and Remissions Policy 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. • Health and Safety Policy 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 • Staff conduct, discipline and grievance policies Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance. • Staffing structure implementation plan 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Hard copy</p> <p>Hard copy</p>	<p></p> <p></p> <p></p> <p>£</p> <p>£</p>

<ul style="list-style-type: none"> • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Website</p> <p>Website</p> <p>Hard copy</p>	<p>£</p>
<p>Pupil and Curriculum Policies</p> <ul style="list-style-type: none"> • 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 Educational Needs Information about the school's policy on providing for pupils with special educational needs. • Accessibility Plan 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 Policy 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. • Pupil Discipline Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>	
<p>Records management and personal data policies, including</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Hard copy</p> <p>Hard copy</p> <p>Website</p>	<p>£</p>

Class 6 Lists and Registers	How the information can be obtained	Cost
<ul style="list-style-type: none"> • Curriculum circulars and statutory instruments Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the Head Teacher or Governing Body relating to the curriculum. • Disclosure logs • Asset register 	<p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p>	<p>£</p> <p>£</p> <p>£</p>

Class 7 The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	How the information can be obtained	Cost
<ul style="list-style-type: none"> • Extra-curricular activities • Out of school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees • Leaflets, books and newsletters 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>	

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying at 5p per sheet (black & white)	Actual cost incurred by the school
	Photocopying/printing 10p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Printed publications DVDs, etc	Actual cost incurred by the school

Our school website is www.webfronter.com/redbridge/goodmayes

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 Head Teacher.

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 or 03031 23 1113

E Mail: casework@ico.org.uk

Website : www.ico.org.uk

Adopted by the Governing Body Summer Term 2013