



Greenway Primary and Nursery School

Publications Policy

Date approved: 28 February 2024

Date of review: Spring Term 2025

This is Greenway Primary and Nursery School's Publication Policy on information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this policy.

1. Introduction: what a publication policy 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 Publications Policy, 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 policy covers information already published and information which is to be published in the future. All information in our Publications Policy 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 Publications Policy conforms to the model scheme for schools approved by the Information Commissioner.

2. Categories of information published

The Publications Policy 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 5 of this scheme.

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

- *School Prospectus* – information published in the school prospectus.
- *Information relating to the Governing Body* – information in 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.

3. How to request information

If you require a paper version of any of the documents within the policy, please contact the school by telephone, email, fax or letter. Contact details are set out below, or you can visit our website at www.greenway.herts.sch.uk

Email: head@greenway.herts.sch.uk

Tel: 01442 866249

Fax: 01442 874252

Contact Address: Crossways, Berkhamsted, Hertfordshire HP4 3NH

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION POLICY REQUEST**” (in CAPITALS please). If the information you’re looking for isn’t available via the policy and isn’t on our website, you can still contact the school to ask if we have it.

4. 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 5. 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.

5. Classes of Information Currently Published

Information relating to the Governing Body – this section sets out information published in governing body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the Governing Body • The manner in which the Governing Body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • The date the instrument takes effect
Minutes ¹ of meeting of the Governing Body and its committees	Agreed minutes of meetings of the Governing Body and its committees <i>[current and last full academic school year]</i>

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Pupils & Curriculum Policies and School Policies and other information related to the school - these can be accessed from the school office or from the website.

How to Comment or Complain leaflets - these are available in the school entrance foyer or can be accessed from the website.

Our website is at www.greenway.herts.sch.uk

6. Feedback and Complaints

We welcome any comments or suggestions you may have about the policy. If you want to make any comments about this Publications Policy or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher.

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 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

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Annex A – Further documents held by the school

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
Nursery Information Booklet	Information for New Parents
Starting School Booklet	Guidance for New Parents & Pupils
School session times and term dates	Details of school session and dates of school terms and holidays
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Prospectus	School prospectus
Safeguarding for visitors leaflet	Information for all visitors giving guidance on the Safeguarding procedures when on school premises