

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our school to:

- Proactively/routinely publish information which is held by us falling within the "Classes" below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

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.

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

3. Making Information Available

Information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charging

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written requests

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

If you require a paper version of any of the documents within the scheme, please contact the school office by:

Telephone – 02084650740

Email - admin@greenvaleschool.co.uk

Letter – Greenvale School, Waters Road, Catford, London. SE6 1UF

To help us process your request quickly, please clearly mark any correspondence “FOI PUBLICATION SCHEME REQUEST”.

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

| Information to be published. | How the information can be obtained | Cost |
|---|--|-------------|
| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | (hard copy and/or website) | |
| Who's who in the school | Website | free |

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

| | | |
|--|-----------|-------------|
| Who's who on the governing body / board of governors and the basis of their appointment | Website | free |
| Instrument of Government / Articles of Association | Website | free |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Website | free |
| School prospectus | Website | free |
| Staffing structure | Hard copy | 5p per page |
| School session times and term dates | Website | free |
| Address of school and contact details, including email address. | Website | free |

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

| | | |
|---|----------------------------|-------------|
| | | |
| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum | (hard copy and/or website) | |
| Annual budget plan and financial statements | Hard copy | 5p per page |
| Capital funding | Hard copy | 5p per page |
| Financial audit reports | Hard copy | 5p per page |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where | Hard copy | 5p per page |

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

| | | |
|--|-----------|-------------|
| practical. | | |
| Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese). | Hard copy | 5p per page |
| Pay policy | Hard copy | 5p per page |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories. | Hard copy | 5p per page |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range. | Hard copy | 5p per page |

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

| | | |
|--|--|-------------------------|
| | | |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | Website for Governors allowances policy Hard copy of payments made to governors | free 5p per page |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum | (hard copy or website) | |
| The latest Ofsted report | Website and Ofsted website | free |

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

| | | |
|---|------------------------|------|
| | | |
| Performance management policy and procedures adopted by the governing body. | Website | free |
| The school's future plans/ school improvement plan (SIP) | Website | free |
| Safeguarding and child protection | Website | free |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum | (hard copy or website) | |
| Admissions policy/decisions (not individual admission decisions) – where applicable | Website | free |

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

| | | |
|--|------------------------|-------------|
| Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings). | Hard copy | 5p per page |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. | (hard copy or website) | |
| School Policies | School website at: | free |

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

| | | |
|--|--|-------------------------|
| | https://www.greenvale.lewisham.sch.uk/website/policies/344996 Hard copy | 5p per page |
| Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention, destruction and archive policies• Data protection (including information sharing policies) | School website at: https://www.greenvale.lewisham.sch.uk/website/policies/344996 Hard copy | free 5p per page |
| Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register). | (hard copy or website; some information may only be available by inspection) | |

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

| | | |
|--|--|-------------|
| Disclosure logs | Hard copy | 5p per page |
| Asset register | Hard copy | 5p per page |
| Any information the school is currently legally required to hold in publicly available registers | Hard copy | 5p per page |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | (hard copy or website; some information may only be available by inspection) | |

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

| | | |
|--------------------------|---------|------|
| Current information only | | |
| Pathway offers | Website | free |
| Enrichment | Website | free |
| School prospectus | Website | free |
| Newsletter | Website | free |
| | | |

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Greenvale School

Freedom of Information Publication Scheme and Published Guide to Information April 2021

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying/printing @ 5p per sheet (black & white) | Actual cost * |
| | Photocopying/printing @ p 20p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |

* the actual cost incurred by the public authority