



Publication Scheme

Statement of Intent: 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 that 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.

Signed by:

Headteacher _____

Date: _____

1. Aims and Objectives

The school aims to:

- enable every child to meet their learning potential, with education that tackles the needs of each child,
 - help every child develop 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.

2. 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 4 of this scheme.**

3. 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.

Email: helen.hale@greatbridge.sandwell.sch.uk or gb.enquiry@greatbridge.sandwell.sch.uk Tel: 0121 557 1526 Fax: 0121 557 7436 Contact Address: **Mount Street, Tipton, Sandwell, West Midlands, DY4 7DE**

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

4. Classes of Information Currently Published

Class 1: Who we are and what do we do

Information available	Description	How the information can be obtained	Cost
Instrument of Government	Information regarding persons serving on our Governing Body: <ul style="list-style-type: none">• Name of governing body Governor Name• Date it became effective• Number of governors• How its constituted e.g. Parent, LA appointed, Community Governor	Hard copy	See section 5

School Prospectus	Our school prospectus is written to provide a range of information that we feel is useful to parents:	Hard copy	See section 5
	<ul style="list-style-type: none"> The name, address and telephone number of the school as well as the type of school The names of all staff including the Chair and Vice Chair of Governors Information on the Admissions Policy A statement of the school's ethos and values Curriculum content Parent guidance on matters regarding attendance, absences, medical issues, trips etc Attendance data Performance data 	School Website	Nil

Class 2: What we spend and how we spend it

Information available	Description	How the information can be obtained	Cost
Financial information related to projected and actual income and expenditure, procurement, contracts and financial audit.	<ul style="list-style-type: none"> Annual budget plan 3 year forecast Capital funding Financial audit reports Pay policy – Teaching & support staff Procurement – details of procedure for purchase of goods and services Financial benchmarking 	Hard copy https://www.gov.uk/school-performancetables	See section 5 Nil

Class 3: What our priorities are and how we are doing

Information available	Description	How the information can be obtained	Cost
School Profile	<ul style="list-style-type: none"> Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character Post inspection action plan (if required or SIP – see below) 	Hard copy School Website https://www.gov.uk/schoolperformancetables Hard Copy	See section 5 Nil See section 5
School Improvement Plan (SIP)	<ul style="list-style-type: none"> A strategic plan for improvement, detailing school's priorities, the measures it will take to raise standards. Resources dedicated to these, and the key outcomes and targets it intends to achieve. 	Hard copy	See section 5
Performance Management Policy / Teacher Appraisal Policy	<ul style="list-style-type: none"> Policy and procedures adopted by the governing body related to staff appraisals. 	Hard copy	See section 5

Performance Data	<ul style="list-style-type: none"> School's performance data provided by government <ul style="list-style-type: none"> Attainment Statement – providing information on children's attainment Attainment Statements related to PPG Funding 	https://www.gov.uk/schoolperformancetables Hard copy School Website	Nil See section 5 Nil
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Class 4: How we make our decisions

Information available	Description	How the information can be obtained	Cost
Admission Policy – Main School and Nursery	<ul style="list-style-type: none"> Schools admission arrangements and procedures, including information about the right of appeal. 	Hard copy School Website	See section 5 Nil
Agendas and minutes of meetings of governing body	<ul style="list-style-type: none"> This will exclude information that is properly regarded as private. This may be information presented or discussed. 	Hard copy	See section 5

Class 5: Our policies and procedures

Information available	Description	How the information can be obtained	Cost

School Policies/ Procedures	<ul style="list-style-type: none"> • Admissions Policies • Asthma Policy • Attendance, Principles, Expectations & Guidance • Behaviour Policy • Charging Policy • Complaints Policy • Disability Equality Statement & Accessibility Plan • Equality Policy & Objectives • Exclusions Policy • First Aid Policy • Freedom of Information Policy • Governor Allowances Policy • Handwriting Policy • Health & Safety Policy • Home School Agreement • Homework Policy • ICT & E-Safety Policy • Looked After Children (LAC) Policy • Pupil Premium Policy • Safeguarding Children Policy • Relationships & Health Education Policy • Safeguarding Code of Conduct Policy • Safer Recruitment Policy • Special Educational Needs Information report • Smoke Free Policy • Teaching & Learning Policy • Uniform Policy • Visitor Policy 	Hard copy School Website	See section 5 Nil
Staff Policies	<ul style="list-style-type: none"> • Staff Conduct, Discipline and Grievance Policies • • Pay Policy • Management of Absence Policy • Whistle Blowing Confidential Reporting 	Hard copy	See section 5
Financial Policies	<ul style="list-style-type: none"> • Scheme for Financing in Schools – including financial limits • • Financial Procedures – Internal • Pecuniary Interests Register • SFVS – Schools Financial Value Statement • Anti-Fraud and Corruption Policy 	Hard copy	See section 5
Records Management – Personal Data Policies	<ul style="list-style-type: none"> • • GDPR – Data Protection Policy • Records Retention, Destruction and Archive • Policy • Privacy Notice 	Hard copy School Website	See section 5 Nil

Class 6: Lists and Registers

Information available	Description	How the information can be obtained	Cost
Asset Register	<ul style="list-style-type: none"> • Listing all assets in school 	Hard copy	See section 5
Curriculum Plans	<ul style="list-style-type: none"> • Details curriculum plan for each year group (curriculum overview not lesson-by-lesson planning) 	Hard copy School Website	See section 5 Nil

Class 7: The services we offer

Information available	Description	How the information can be obtained	Cost
Extra-curricular activities	<ul style="list-style-type: none"> Details of after schools clubs, lunchtime clubs e.g. sports club, music club etc. 	Hard copy	See section 5
Newsletter	<ul style="list-style-type: none"> Provides information on staffing updates, school achievements, diary changes, dates for Parents' Evenings etc. 	Hard copy School Website	See section 5 Nil

5. Schedule of Charges

Paying for information

Information published on our website is free. Documents of 5 pages or less (B & W) and electronic copies of information covered by this publication are also provided free.

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. Please see schedule of charges below:

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 2p per sheet (black & White) Plus administrative charge for copy completion by secretary, calculated individually per request	Actual cost
	Photocopying/printing @ 3p per sheet (colour) Plus administrative charge for copy completion by secretary, calculated individually per request	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

If you require any other information related to Great Bridge Primary School, please ask or check the school website (which also contains contact information)

www.greatbridgeprimary.co.uk

January 2022

Review January 2025