

# Grandpont Nursery School and Childcare



## **FREEDOM OF INFORMATION POLICY**

Date agreed and ratified by Governing Body: 22<sup>nd</sup> Oct 2021

This is the School Publication Scheme 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 200 (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
- 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 will be available soon for you on our website to download and print off and 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 provide a welcoming atmosphere for all children, parents and carers.
- To provide a happy, safe, secure stimulating environment where children can develop lively, enquiring minds.
- To enable your child to develop as an individual and as a member of a wider community.
- To help your child develop a good self image, self motivation, independence and tolerance.
- To work with all our parents in the education of their child.

We aim to deliver an education of high quality and create an environment which will enable your child:

- To acquire the skills knowledge and understanding that will form the firm foundation for future learning.
- To move towards acquiring a reasoned set of attitudes, behaviour and values including a respect for each other's race, culture and creed.
- To develop their physical skills, understanding of how their body works and what they need to do to keep themselves healthy
- To make choices
- To further develop the ability to communicate clearly and confidently and listen with understanding, interest and enjoyment.

- To further develop their understanding of number, measurement, pattern, shape and space.
- To explore and enjoy art, music, drama, imaginative role play and dance.
- To explore and find out about their environment and people and places that have significance in their lives.

### 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.

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
- **Governor's Documents**– information published in governing body documents
- **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

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail or letter. Contact details are set out below:

Telephone: 01457 852297

E-mail: [office@grandpontnurseryschool.co.uk](mailto:office@grandpontnurseryschool.co.uk)

Contact address: Grandpont Nursery School and Daycare, Whitehouse Road, Oxford, Oxfordshire, OX1 4QH

To help us to process your request quickly, please clearly mark any correspondence 'PUBLICATION SCHEME REQUEST' (in capitals please).

If the information you're 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.

We will aim to provide the requested information within 15 working schools days or 60 days, whichever is shorter.

### 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 the internet, 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 postal 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.

## **6. Classes of information currently published**

### **School Website and/or Prospectus**

The website/prospectus is reviewed regularly and includes information that prospective parents may require when joining the school.

### **Instrument of Government**

- 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 terms of office of each category of governor if less than 4 years
- The date the instrument takes effect
- Minutes of meetings of the governing body and its committees

### **Pupils and Curriculum Policies**

This section gives access to information about policies that relate to pupils and the school curriculum such as:

- Home-school agreement
- Teaching and Learning (Curriculum) Policy – statement on following the policies for curriculum subjects
- Special Educational Needs (SEND) and Inclusion Policy – information about the school's policy on providing for pupils with special educational needs
- Accessibility Policy – 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
- Equality Policy – statement of policy for promoting race equality (included in the policy for Equalities, Differences and Cohesion)
- Safeguarding Policy – statement of policy for safeguarding and promoting welfare of pupils at the school
- Behaviour and Relationships Policy – statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying

### **School Policies and other information related to the school**

- Published reports of Ofsted referring expressly to the school
- Published report of the last inspection of the school and the summary of the report
- Charging Policy – a statement of the school's policy with respect to charges
- School session times and term dates – details of school sessions and dates of school terms and holidays
- Health and Safety Policy and Risk assessment – 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
- Performance Management of Staff – statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the headteacher on the effectiveness of appraisal procedures

- Staff Code of Conduct, Discipline and Grievance – statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
- Curriculum circulars and statutory instruments – any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the headteacher or governing body relating to the curriculum

### **Feedback and complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher at Grandpont Nursery School and Daycare, Whitehouse Road, Oxford, Oxfordshire, OX1 4QH or emailed to [office@grandpontnurseryschool.co.uk](mailto:office@grandpontnurseryschool.co.uk).

If you are not satisfied with the assistance that you get or if we have been unable to resolve your complaint and you feel 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: [notification@ico.gsi.gov.uk](mailto:notification@ico.gsi.gov.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)