

Greenmount Primary School

Freedom of Information Publication Guide

<b>Class 1 – Who we are and what we do</b>		
Organisational information, structures, locations and contracts (current information only)		
<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School location & Contact information	Website: <a href="https://www.greenmount.iow.sch.uk/">https://www.greenmount.iow.sch.uk/</a> Hardcopy: available upon request – please contact the school	Free  3p per page
Who’s who in the school	Website: <a href="https://www.greenmount.iow.sch.uk/key-information/our-staff/">https://www.greenmount.iow.sch.uk/key-information/our-staff/</a> Hardcopy: available upon request – please contact the school	Free  3p per page
Who’s who on the Governing Body and the basis of their appointment	Website: <a href="https://www.greenmount.iow.sch.uk/meet-the-governors/">https://www.greenmount.iow.sch.uk/meet-the-governors/</a> Hardcopy: available upon request – please contact the school	Free  3p per page
Instrument of Government/Article of Association	Website: <a href="https://www.greenmount.iow.sch.uk/wp-content/uploads/2025/04/Federation-Instrument-of-Government_011024.pdf">https://www.greenmount.iow.sch.uk/wp-content/uploads/2025/04/Federation-Instrument-of-Government_011024.pdf</a> Hardcopy: available upon request – please contact the school	Free  3p per page
Contact details for the Headteacher and for the Governing Body, via the school (named contacts where possible)	Website: <a href="https://www.greenmount.iow.sch.uk/">https://www.greenmount.iow.sch.uk/</a> Hardcopy: available upon request – please contact the school	Free  3p per page
Staffing Structure	Website: <a href="https://www.greenmount.iow.sch.uk/key-information/our-staff/">https://www.greenmount.iow.sch.uk/key-information/our-staff/</a> Hardcopy: available upon request – please contact the school	Free  3p per page
School Session times and term dates	Website: <a href="https://www.greenmount.iow.sch.uk/parents-carers/">https://www.greenmount.iow.sch.uk/parents-carers/</a> Hardcopy: available upon request – please contact the school	Free  3p per page
Overview of School Curriculum	Website: <a href="https://www.greenmount.iow.sch.uk/curriculum/">https://www.greenmount.iow.sch.uk/curriculum/</a> Hardcopy: available upon request – please contact the school	Free  3p per page

<b>Class 2 – What we spend and how we spend it</b>		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit (current and previous financial year, as a minimum)		
<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual Budget Plan and Financial Statements	Hardcopy: available upon request – please contact the school	3p per page
Expenditures	Hardcopy: available upon request – please contact the school	3p per page
Capital Funding	Hardcopy: available upon request – please contact the school	3p per page
Financial Audit Reports	Hardcopy: available upon request – please contact the school	3p per page
Procurement and Contracts	Hardcopy: available upon request – please contact the school	3p per page
Staff Allowance and Expenses	Hardcopy: available upon request – please contact the school	3p per page
Staff Pay Policy	Hardcopy: available upon request – please contact the school	3p per page
Staff Pay and Grading Structures	Hardcopy: available upon request – please contact the school	3p per page
Governors Allowances	Hardcopy: available upon request – please contact the school	3p per page
Premiums or other forms of financial support available	Hardcopy: available upon request – please contact the school	3p per page

<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews (current information as a minimum)		
<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Performance Data supplied to the Government	Website link at: <a href="https://www.greenmount.iow.sch.uk/key-information/ofsted-school-performance/">https://www.greenmount.iow.sch.uk/key-information/ofsted-school-performance/</a> Hardcopy: available upon request – please contact the school	Free 3p per page
Latest Ofsted Report	Website link at: <a href="https://www.greenmount.iow.sch.uk/key-information/ofsted-school-performance/">https://www.greenmount.iow.sch.uk/key-information/ofsted-school-performance/</a> Hardcopy: available upon request – please contact the school	Free 3p per page
Performance Management information (policies and procedures)	Hardcopy: available upon request – please contact the school	3p per page

Future Plans	Hardcopy: available upon request – please contact the school	3p per page
Safeguarding and Child Protection (policies and procedures)	Website: <a href="https://www.greenmount.iow.sch.uk/key-info/policies-and-information/">https://www.greenmount.iow.sch.uk/key-info/policies-and-information/</a> Hardcopy: available upon request – please contact the school	Free 3p per page

<b>Class 4 – How we make decisions</b>		
Decision making processes and records of decisions (current year and previous 3 years)		
<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions Policy and decisions	Website: <a href="https://www.greenmount.iow.sch.uk/key-info/policies-and-information/">https://www.greenmount.iow.sch.uk/key-info/policies-and-information/</a> Hardcopy: available upon request – please contact the school	Free 3p per page
Minutes or meetings of the Governing Body and its committees	Hardcopy: available upon request – please contact the school	3p per page

<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities (current documents only)		
<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School Policies and other documents	Website: <a href="https://www.greenmount.iow.sch.uk/key-info/policies-and-information/">https://www.greenmount.iow.sch.uk/key-info/policies-and-information/</a> Hardcopy: available upon request – please contact the school	Free 3p per page
Records Management, personal data and access to information policies	Hardcopy: available upon request – please contact the school	3p per page
Equality and diversity	Website: <a href="https://www.greenmount.iow.sch.uk/key-info/policies-and-information/">https://www.greenmount.iow.sch.uk/key-info/policies-and-information/</a> Hardcopy: available upon request – please contact the school	Free 3p per page
Safeguarding and Child protection	Website: <a href="https://www.greenmount.iow.sch.uk/key-info/policies-and-information/">https://www.greenmount.iow.sch.uk/key-info/policies-and-information/</a> Hardcopy: available upon request – please contact the school	Free 3p per page

Pay Policy	Hardcopy: available upon request – please contact the school	3p per page
Health and Safety	Hardcopy: available upon request – please contact the school	3p per page
Policies and Procedures for human resources and the recruitment of staff	Hardcopy: available upon request – please contact the school	3p per page
Complaints procedures, including for dealing with parental complaints	Website: <a href="https://www.greenmount.iow.sch.uk/key-info/policies-and-information/">https://www.greenmount.iow.sch.uk/key-info/policies-and-information/</a> Hardcopy: available upon request – please contact the school	Free 3p per page
Charging regimes and policies	Hardcopy: available upon request – please contact the school	3p per page

### **Class 6 – Lists and Registers**

(currently maintained lists and registers only; does not include attendance register)

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	Website: <a href="https://www.greenmount.iow.sch.uk/curriculum/">https://www.greenmount.iow.sch.uk/curriculum/</a> Hardcopy: available upon request – please contact the school	Free 3p per page
Disclosure logs	Inspection only – please contact the school	Free
Asset Register	Inspection only – please contact the school	Free

### **Class 7 – The services we offer**

Information about the services the school provides including leaflets, guidance and newsletters (current information only)

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	Hardcopy: available upon request – please contact the school	3p per page
Wrap around care clubs	Website: <a href="https://www.greenmount.iow.sch.uk/parents-carers/">https://www.greenmount.iow.sch.uk/parents-carers/</a> Hardcopy: available upon request – please contact the school	Free 3p per page
Services for which the school is entitled to recover a fee, together with those fees	Hardcopy: available upon request – please contact the school	3p per page

Leaflets, booklets and newsletters	Website: <a href="https://www.greenmount.iow.sch.uk/category/newsletters/">https://www.greenmount.iow.sch.uk/category/newsletters/</a> Hardcopy: available upon request – please contact the school	Free 3p per page
Additional Information Including SEND Offer, Pupil Premium information and Sports Premium Information	Website: <a href="https://www.greenmount.iow.sch.uk/">https://www.greenmount.iow.sch.uk/</a> Hardcopies: available upon request – please contact the school	Free 3p per page

<b>Schedule of Charges</b>			
<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>	<b>Charge</b>
Disbursement costs	Photocopying/printing in black and white	Actual cost	0.01p
	Photocopying/printing in colour	Actual cost	0.24p
	Postage	Letter Large Letter up to 100g Large Letter 101-250g Large Letter 251-750g	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee	In accordance with the relevant legislation		Not applicable