



Gatten and Lake Primary School
Oaklyn Gardens
Shanklin
Isle of Wight
PO37 7DG

Greenmount Primary School
St Vincent's Road
Ryde
Isle of Wight
PO33 3PT

Freedom of Information Publication Scheme

May 2026

Signed:

Headteacher: Mrs Rebecca Day

Date: 21/05/26

Signed:

Chair of Governors: Mr Dave Smithers

Date: 21/05/26

Review Date: May 2027

The Federation of Greenmount and Gatten & Lake Primary School's Freedom of Information Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Current organisational information, structures, locations/ contacts.	(Hard Copy or Website)	Per sheet
Who's who in the school	School prospectus on website	Free
Who's who on the governing body and the basis of their appointment	Hard Copy Website Public Minute File in School Office, view only	10p Free Free
Instrument of Government	Hard Copy Website Public Minute file in School Office, view only	10p Free Free
Contact details for the Head teacher and for the governing body	Executive Headteacher: Rebecca Day Email address: admin@gattenlakepri.iow.sch.uk contactus@greenmount.iow.sch.uk Telephone: 01983 869910 (Gatten & Lake) 01983 562165 (Greenmount) Governors Via Clerk: Alison Lockey Tel. 01983 562165 Email: alison.lockey_Clerk@gmgf-federation.co.uk	
School prospectus	Hard Copy available from School office Website	Free Free
Annual Report	Not Applicable	
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address	Website	Free
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 for the current and previous financial year.	(Hard Copy or Website)	Per sheet

Annual budget plan and financial statements	Hard Copy	10p
Capital funding	Hard Copy	10p
Financial audit reports	Hard Copy	10p
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	10p
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	Hard Copy	10p
Pay policy	Website Hard Copy	Free 10p
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members whose basic actual salary is at least £60,000 per annum by reference to categories.	Hard Copy	10p
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	10p
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard Copy	10p
Class 3 – What our priorities are and how we are doing	(Hard Copy or Website)	Per sheet
Current strategies and plans, performance indicators, audits, inspections and reviews.		
<ul style="list-style-type: none"> • Performance data supplied to the Government • The latest Ofsted report (Summary or full report) • Post-inspection action plan 	Website link to DfE data Website link to Ofsted data Hard Copy	Free Free 10p
Performance management policy and procedures adopted by the governing body.	Hard Copy Policy File in School Office, view only	10p Free
Performance data or direct link to it	Website Hard Copy	Free 10p
Schools future plans; for example, proposals for any consultation on the future of the school, such as a change in status	Hard Copy	10p
Safeguarding and child protection	Hard Copy Website Policy File in School Office, view only	10p Free Free
Class 4 – How we make decisions	(Hard Copy or Website)	Per sheet

Decision making processes and records of decisions for the current and previous three years.		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website Hard Copy	Free 10p
Agendas and minutes of meetings of the governing body and its sub-committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy Public Minutes File in School Office, view only	10p Free
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities, including policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.	(Hard Copy or website) Hard Copy Website Policy File in School Office, view only	Per sheet 10p Free Free
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (incl information sharing policies) 	Hard Copy Website Policy File in School office, view only	10p Free Free
Charging regimes and policies. This includes details of any statutory charging regimes.	Hard Copy Website Policy File in School Office, view only	10p Free Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Hard Copy Website (some information may only be available by inspection)	10p Free
Curriculum circulars and statutory instruments	Website	Free
Disclosure logs	Hard Copy	10p
Asset register	Hard Copy	10p
Any information the school is currently legally required to hold in publicly available registers	Hard Copy	10p
Class 7 – The services we offer Current 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	Per sheet
Extra-curricular activities	Not Applicable	
Out of school clubs	Hard Copy Website	10p Free
School publications, leaflets, books and newsletters	Website e-copy	Free Free

Services for which the school is entitled to recover a fee, together with those fees.	Hard Copy	10p
Additional Information SEND Offer Pupil Premium Information Sports Premium Information Curriculum Information School Websites: www.gattenandlake.co.uk www.greenmountiow.co.uk	Website	Free

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost 0.24p
	Photocopying/printing @ 20p per sheet (colour)	Actual cost 2.37p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation