



## **Freedom of Information Publication Scheme on information available under the Freedom of Information**

### **Act 2000**

The Trustee Committee is responsible for maintenance of this scheme.

#### **Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 is that public authorities, including Early Years providers, 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 is available for you on our website to download and print off or 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. This publication scheme is a means of showing how we are pursuing these aims.

#### **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 a later section of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- Handbook – information published in the handbook.
- Parent Information Booklet – information published in the booklet.
- Trustee Documents – information published in Trustee Committee documents
- Early Years – information about policies that relate to the children and the setting.
- Policies and other information related to the setting – information about policies that relate to the nursery in general.

### **How to request information**

If you require a paper version of any of the documents within the scheme, please contact the centre by telephone, email or letter. Contact details are set out below (or you can visit our website at <http://eaststreetearlyyears.uk/live/>)

Email: [Theresa.baker@grimsburyfamilyassociation.org.uk](mailto:Theresa.baker@grimsburyfamilyassociation.org.uk)

Tel: 01295257100

Contact Address:

East Street Children's Centre,

Calder Close,

Banbury,

Oxon,

Ox163WR

To help us process your request quickly, please clearly mark any correspondence

“PUBLICATION SCHEME REQUEST” (in CAPITALS please).

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

### **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 Internet access, 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 a section below. 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.

### **Classes of Information Currently Published**

This section sets out information published on our website, available on request or available within the home-nursery agreement.

Grimsbury Family Association

Early Years Unit

East Street Children's Centre

Calder Close

Banbury

Oxon

Ox163WR

[Tel:01295257100](tel:01295257100)

The Manager of the Grimsbury Family Association is Theresa Baker and the Chair of Trustees is Rachel Gallyot

- Information on the school policy on admissions.
- A statement of the school's ethos and values.
- Information about the school's policy on providing for pupils with special educational needs
- Number of pupils on roll

This section sets out information published in the Trustee Committee documents.

- Agreed minutes of meetings of the Trustee Committee and its sub-committees
- Special Education Needs Policy: information about the nursery's policy on providing for pupils with special educational needs
- Accessibility Plan: a plan for increasing participation of disabled pupils in the nursery's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
- Equality Duty Statement: a statement for promoting equality
- Safeguarding and Child Protection Policy: a statement of policy for safeguarding and promoting welfare of pupils at the school.
- Behaviour Policy: a statement of general principles on behaviour and discipline and of measures taken by the centre manager to prevent bullying.

(Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.)

**Policies and other information related to the setting**

This section gives access to information about policies that relate to the school in general.

- Published reports of Ofsted referring expressly to the Early Years
- Charging Policy: a statement of the school's policy with respect to charges and remissions and for any optional extra experiences
- Nursery session times and term dates
- Health and Safety Policy
- Admissions Policy: in line with statutory requirements
- Complaints Policy
- Performance Management of Staff
- Staff Code of Conduct: a statement of procedure for regulating conduct
- and discipline of school staff and procedures by which staff may seek
- Redress for grievance
- School Staffing structure
- Critical; Incident Plan: other than personal details

### **Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme.

If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to the Centre Manager. If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that 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, SK95AF or

Enquiry/Information Line: 01625 545 700

E-mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk) Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)