FREEDOM OF INFORMATION AND SCHOOL PUBLICATION SCHEME

The Freedom of Information Act 200 gives members of the public the right to access official information held by Public Authorities. Requests should be made in writing to the School Business Manager (Mrs E Dunning), admin.grange@school.hartlepool.gov.uk (Grange Primary School, Owton Manor Lane, Hartlepool TS25 3PU) and will be dealt with within the statutory 20 working days.

As well as responding to requests for information made under the Freedom of Information Act 2000, the school is required to publish information proactively. The Freedom of Information Act requires every School to have a publication scheme, approved by the Information Commissioner’s Office (ICO), and to publish information covered by the scheme. The scheme sets out our commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial and financial information.

Grange Primary School have adopted the Information Commissioner’s Model Publication Scheme in its entirety and have produced a guide to information which sets out the information we hold, where it can be obtained and whether a fee is payable. The guide entitled “Guide to Information – available from Grange Primary School can be downloaded via the link below.