



# Victor Seymour Infants' School **Publication Scheme**

Victor Seymour Infants' School is part of the Greenshaw Learning Trust.

The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.



## Victor Seymour Infants' School

# Publication Scheme

February 2023

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## **Introduction**

### **1.1 Application**

This Publication Scheme applies to Victor Seymour Infants' School and all governors and staff of the school must abide by the scheme, which has been adopted in accordance with and pursuant to the Communications Policy of the Greenshaw Learning Trust.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff adhere to this scheme. In implementing this scheme, school staff must take account of any advice given to them by the Headteacher and/or Board of Trustees.

This scheme is subject to the GLT Communications Policy, GLT Freedom of Information Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict, then the GLT Communications Policy and the Scheme of Delegation and any alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

The school is part of the Greenshaw Learning Trust, which has its own publication scheme and information about the Trust is available via that scheme and the Trust website [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk).

### **1.2 Approval and review**

This scheme is the responsibility of the Headteacher.

This scheme was approved by the Governing Body on February 2024

### **1.3 Responsibilities**

It is the responsibility of the governing body and the Headteacher of the school to ensure their school and its staff adhere to this Publication Scheme.

### **1.4 How to obtain information**

To obtain information from Victor Seymour Infants' School please refer to:

<https://www.victorseymourinfants.org.uk/>

Alternatively, you can contact the school by email to [office@vsi.school](mailto:office@vsi.school) or by writing to the school

Denmark Road  
Carshalton  
Surrey  
SM5 2JE

## Guide to information available from Victor Seymour Infants School in accordance with the GLT Communications Policy and Freedom of Information Act

Class 1 - Who we are and what we do		
	Published on school website	Available on request
Who's who in the school - key members of staff <i>Headteacher, DSL, H&amp;S Lead, Clerk to Governors</i>	/	
Who's who on the governing body and the basis of their appointment	/	
Articles of Association	<i>published on Greenshaw Learning Trust Website</i>	
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	/	
Staffing structure	/	
School session times and term dates	/	
Address of school and contact details, including email address.	/	

**Class 3 – What our priorities are and how we are doing**

Current information as a minimum and in all cases:

	Published on school website	Available on request
The latest Ofsted report	/	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
	Published on school website	Available on request
Admissions policy/decisions (not individual admission decisions) – where applicable	/	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Victor Seymour Infants’ School is part of the Greenshaw Learning Trust. All trust policies, including the Complaints Procedure, Equalities Policy and Whistleblowing Procedure, can be downloaded <a href="#">here</a> Official Trust documents, including financial information and the Gender Pay Report and the Annual Equalities Statement can be found under official Trust documents <a href="#">here</a> .	/	

<b>Class 6 – Lists and Registers</b>		
	<b>Published on school website</b>	<b>Available on request</b>
Curriculum circulars and statutory instruments	/	
Any information the school is currently legally required to hold in publicly available registers		/
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities		/
Out of school clubs		/
School publications, leaflets, books and newsletters	/	

