



Talavera Junior School
FREEDOM OF INFORMATION POLICY

Document Name: Freedom of Information Policy

Current Version: 1.5

Latest Review: February 2022

Next Review Planned: February 2023

Signed: _____ (Policy Owner)

Print Name: _____

Review Date: _____

Signed: _____ (Governor Approval)

Print Name: _____

Approval Date: _____



Talavera Junior School
Freedom of Information

POLICY CHANGE HISTORY

Version	Date	Status	Policy Owner	Governor Approval	Comment
1.1	Mar 13		HB	SH	Prospectus replaced with Welcome Pack Addition of Pupil Premium Policy
1.2	Jan 15		LJ	PP	Change of name of who to apply to about suggestions or complaints (DB) Addition of list of current extra curricula activities and after school clubs Cost of photocopying/printing
1.3	Feb 18		LC	SR	Names/ dates and categories of information
1.4	Feb 2021		AW	SK	Updated all sections in line with DFE expectation
1.5	Feb 2022		AW	SK	No changes

This is School's Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

- the classes of information which we publish or intend to publish;
- the format in which the information will be made available and
- whether the information is available free of charge or on payment.
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The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the school.

Some information, which we hold, may not be made public, for example personal information.

2. Aims of Our School

The schools aims to:

- Enable all children to develop their full potential so that they may become responsible and fulfilled and independent adults.
- Develop in children a love of learning that will comminute through their lives.
- Help children to appreciate their place in the local as well as global community so that they develop a caring and sensitive attitude to others and the world around them.
- Offer children a wide range of experiences and opportunities that encourage awe, wonder and a spiritual awareness.

This publication scheme is a means of showing how we are pursuing these aims.

3. 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 section 6 of this scheme.

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

School Welcome Pack - information published in the school welcome pack.

Governance Documents - information published in respect of meetings of the Local Governing Committee

Pupils & Curriculum - information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.

School Policies and other information related to the school - information about policies that relate to the school in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

<http://www.talaverajunior.co.uk/>
adminoffice@talavera-jun.hants.sch.uk

01252322156

01252350978

Contact Address: Talavera Junior School, Gun Hill, Aldershot, Hampshire GU111RG

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

"FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST" (in CAPITALS please)

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

The school will have 20 days to respond to any request counting the first working day after the request is received as the first day.

5. Paying for information

Information of the website is free of charge apart from the cost of internet connection. Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a considerable amount of photocopying or printing (20 or more copies), 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.

6. Classes of Information Currently Published

School Prospectus - this section sets out information published in the school prospectus.

Class	Description
School Welcome Pack	<ul style="list-style-type: none">the name, address, website and telephone number of the school, and the type of schoolthe name of the Headteacherinformation on the school policy on admissionslatest Ofsted reportdetails of the after school care provision offered by the schooldetails of the governing bodyPupils and curriculum - information and policies that relate to pupils and the school curriculum <p>All details available on school website www.talaverajunior.co.uk</p>

Parents' Admissions Pack - information sent with the letter offering a place. This is meant to be sent out during the first half of the Summer Term in the year of admission.

Class	Description
Parents' Handbook	<ul style="list-style-type: none">the name, address, website and telephone number of the school, and the type of schoolthe name of the headteacheraims of the schooldaily routines

	<ul style="list-style-type: none"> • uniform • communication between home and school • health • supporting and enriching the curriculum • afterschool provsion • supporting the school • parking guidelines • safeguarding children at School
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Information relating to the GB

This section sets out information published about the GB.

Class	Description
Scheme of Delegation - published on the school website	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The name of anybody entitled to appoint any category of governors • The term of office of each category of governor if less than 4 years • The date the instrument takes effect • Minutes of the meetings if the governing body and its committees (some may be confidential and not published).

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home - school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements (non statutory)
Curriculum Overviews	Information on the curriculum followed by the year group
Relationships, sex and health Education Policy	Statement of policy with regard to PSHE
Special Education Needs Information report	Information about the school's policy on providing for pupils with special educational needs
RE Policy	Information on the school's policy and the right of parents to withdraw children.
Policy for Responding to Parents' Concerns	Outlines how we aim to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a concern. This policy is agreed by the Good Shepherd Trust.
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Equality Scheme	Information about how the school strives to provide for all pupils, staff and parents .
Collective Worship	Statement of arrangements for the required daily act of collective worship

Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the letter to the children from the lead inspector.
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

7. 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:

Mrs Sam Kirk office@talaverajunior.co.uk

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, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk .

Website : www.informationcommissioner.gov.uk

School

Freedom of Information Publication Scheme

Annex - Further documents held by the school

Name of Document	Description
Information and Code of Conduct for Volunteers	Information on child protection and general advice for volunteers helping in school
Pupil Premium	Information on how the school has spent pupil premium funding and the impact it has had
Sports Premium	Information on how the school has spent Sports Premium funding and the impact it has had