



Talavera Junior School  
FREEDOM OF INFORMATION POLICY

**Document Name:** Freedom of Information Policy

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**Signed:** \_\_\_\_\_ (Policy Owner)

**Print Name:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ (Governor Approval)

**Print Name:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_



**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](mailto: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   |
|----------------------------|---|
| <b>School Welcome Pack</b> | <ul style="list-style-type: none"><li>the name, address, website and telephone number of the school, and the type of school</li><li>the name of the Headteacher</li><li>information on the school policy on admissions</li><li>latest Ofsted report</li><li>details of the after school care provision offered by the school</li><li>details of the governing body</li><li>Pupils and curriculum - information and policies that relate to pupils and the school curriculum</li></ul> <p>All details available on school website <a href="http://www.talaverajunior.co.uk">www.talaverajunior.co.uk</a></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   |
|--------------------------|---|
| <b>Parents' Handbook</b> | <ul style="list-style-type: none"><li>the name, address, website and telephone number of the school, and the type of school</li><li>the name of the headteacher</li><li>aims of the school</li><li>daily routines</li></ul> |

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

*Information relating to the GB*

***This section sets out information published about the GB.***

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

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

| <b>Class</b>                                   | <b>Description</b>   |
|--|--|
| 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   |

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|--|--|
| 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](mailto:publications@ic-foi.demon.co.uk) .**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

**School**

**Freedom of Information Publication Scheme**

**Annex - Further documents held by the school**

| <b>Name of Document</b>                        | <b>Description</b>   |
|--|--|
| 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 |