

Clarendon Junior School



Freedom of Information Publication Scheme

This is our school publication scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

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 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; and
- 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. 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.

2. Aims and Objectives

At Clarendon Junior School we believe that for the children to reach their full potential there needs to be a partnership between parents, children and the staff of Clarendon Junior. All parties have an important role to play and these are detailed below.

Our aims for teaching and learning are that all pupils will:

Aim high and strive for excellence through enjoyment.

Develop lively enquiring minds and become effective, imaginative and independent learners.

Be encouraged to have understanding, tolerance and a respect for the needs and views of others.

Have a sense of responsibility for the well-being of the school community.

All members of the school community work towards 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 Prospectus – information published in the school prospectus.
- Governors' Documents – information published in the Governors Annual Report and in other governing body documents.
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

- 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 or letter. Contact details are set out below.

Email: admin@clarendon-jun.wilts.sch.uk

Tel: 01980607007

Contact Address: Clarendon Junior School
 Ordnance Road
 Tidworth
 Wiltshire
 SP9 7QD

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.

5. Paying for information

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 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.

6. Classes of Information Currently Published

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

Class	Description
School Prospectus <i>Freely available on school website</i>	<ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school. • the names of the headteacher and chair of governors. • information about admissions. • a statement of the school's vision and aims. • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils. • information about the school's policy on providing for pupils with special educational needs. • number of pupils on roll and rates of pupils' authorised and unauthorised absences. • National Curriculum assessment results for appropriate Key Stages, with national summary figures.

6.2 Governors' Annual Report and other information relating to the governing body - this section sets out information published in the Governors Annual Report and in other Governing Body documents.

Class	Description
<p>Governors' Annual Report <i>This will be published on the website in the Summer Term</i></p>	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk. • a statement on progress in implementing the action plan drawn up following an inspection. • a financial statement, including gifts made to the school and amounts paid to governors for expenses. • information about school security. • information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year. • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; and details of existing facilities to assist access to the school by pupils with disabilities. • the accessibility plan covering future policies for increasing access by those with disabilities to the school (from April 2004). • how teachers' professional development impacts on teaching and learning. • number of pupils on roll and rates of pupils' authorised and unauthorised absence. • the school's targets for Key Stage 2 assessments • National Curriculum assessment results for appropriate Key Stages, with national summary figures.
<p>Instrument of Government <i>Freely available on school website</i></p>	<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 any person entitled to appoint any category of governor. • Details of any trust. • If the school has a religious character, a description of the ethos of the school. • The date the instrument takes effect.

6.3 Pupils & Curriculum Policies - this section gives access to information about policies that relate to pupils and the school curriculum. *Freely available on school website*

Class	Description
Home - school agreement <i>Available on school website</i>	Written 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.
Curriculum Policy <i>Available on school website</i>	Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
Collective Worship <i>Available on school website/prospectus</i>	Statement of arrangements for the required daily act of collective worship.
Pupil Discipline <i>Available on school website</i>	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.

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

Class	Description
Reports of School Inspections under Sections 10 and 23 of the School Inspections Act 1996 <i>Link available on school website</i>	Report of an inspection of the school and the summary of the report.
Post Inspection action plan <i>included in School Improvement Plan on school website</i>	A plan setting out the actions required following Ofsted inspection.
Charging and remissions policies <i>Freely available on school website</i>	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging of which charges are permitted, for example music tuition, trips.
School session times <i>Freely available on school website</i>	Details of school session and dates of school terms and holidays.
Special Education Needs <i>Freely available on school website</i>	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plans <i>Freely available on school website</i>	Written plan of improvements to access for pupils with disabilities <i>(from April 2004)</i> .
Health and Safety Policy <i>Available on request.</i>	Written 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.
Child Protection Policy <i>Available on request.</i>	Statement of general principles on Child Protection arrangements <i>(from March 2004)</i> .
Complaints procedure <i>Freely available on school website</i>	Statement of procedures for dealing with complaints.
Staff Appraisal <i>Available on request.</i>	Statement of procedures adopted by the governing body relating to staff appraisal.

Staff Conduct, Discipline and Grievance <i>Available on request.</i>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
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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 need to make a complaint then initially this should be addressed to

The Headteacher
Clarendon Junior School
Ordnance Road
Tidworth
Wiltshire
SP9 7QD

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

Signed: Chair of Governors.

Date: September 2023

Review Date: September 2024