



Cliddesden Primary School

Publication Scheme
 on information available under the
Freedom of Information Act
2000

Revised July 2017

Version	Date	By	Role	Ratified	Date
1	July 2014	Kenneth Davies			Sept 2014
2	July 2017	Kenneth Davies	Headteacher	Chair Governors	of July 2017
3	July 2020				

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. All information in our publication scheme is available in paper form.

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

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child within an Inclusive ethos
- Help every child develop the skills, knowledge and personal qualities needed for life and work

And 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 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 Information Pack - general information published for parents

Governors' Documents - information published in the *Governors' Annual Report* and in other governing body documents

Pupils and 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 ask at the school or contact the school by telephone, email, fax or letter. Contact details are set out below:

Email: adminoffice@cliddesden.hants.sch.uk

Tele: 01256 321571

Fax: 01256 333628

Contact Address: Cliddesden, Basingstoke, Hampshire, RG25 2QU

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please).

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 at no cost. However, 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

This section sets out general information about the school. This is available on the school's website

<http://www.cliddesden.hants.sch.uk/>

Class	Description
Website and School Information Pack	<p>The following are the contents of the general school information are available on the school website.</p> <ul style="list-style-type: none"> • Contact details • School vision and ethos • Admission arrangements • Attendance • Performance data - National Curriculum assessment results for appropriate Key Stages, with national summary figures • School development plan • School rules • Uniform • Homework • Healthy eating • The curriculum • Extra-curricular activities • Holiday dates • Safeguarding • E-safety

7. Information relating to the governing body - details are published on the school's website

<http://www.cliddesden.hants.sch.uk/community/our-governors-1>

- Details of the governing body membership, including name of chair and clerk
- Governors roles and committee membership
- Governors pecuniary interests
- List of meetings attended

- A financial statement, including gifts made to the school and amounts paid to governors for expenses
- 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; 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
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- Further information will be made available on request
- The manner in which the governing body is constituted
- The term of office of each category of governor if less than 4 years
- The name of anybody entitled to appoint any category of governor
- Details of any trust
- If the school has a religious character, a description of the ethos
- The date the instrument takes effect
- A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning (CPD, Pay Policy, Appraisal statement)
- Number of pupils on roll and rates of pupils' authorised and unauthorised absence
- Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)

8. Pupils & Curriculum Policies - This section gives access to policies that relate to pupils and the school curriculum. These policies are agreed by the Curriculum and Standards Committee. These policies are on the school website.

<http://www.cliddesden.hants.sch.uk/curriculum/curriculum-policies>

Class	Description
Core Curriculum Policies	Information about the school's policy relating to Mathematics, Reading, and Writing

Curriculum Statement	Statement on following the coverage of core and foundation subjects including Religious Education
Homework Policy	Statement of policy on schools recommended homework allocation
Assessment for Learning Policy	Policy on how we assess children at our school in regards to attainment and progress. This includes are marking and feedback policy.
Teaching and Learning policy	Policy setting out clearly agreed guidelines and approaches, which underpin teaching and learning throughout the school.

9. School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general. These policies are all statutory and agreed by the school's governing body. These policies are on the school website.

<http://www.cliddesden.hants.sch.uk/statutory-information/statutory-policies>

Class	Description
Published OFSTED school reports	Published report of the last inspection of the school and the summary of the report.
Charging and Remissions Policy	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
Pupil Premium	Statement on pupil premium allocation, use and impact on attainment
Health and Safety, Policy and Site Security 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
E-safety	Statement on school procedures for safeguarding relating to use of ICT and guide for parents
Admissions	Statement for school admissions procedures

Policy	
Attendance and Punctuality Policy	Statement to outline attendance procedures and to ensure attendance targets are met
Freedom of Information	Statement on published school information
Equalities Information and Analysis	Statement of policy for promoting equality relating to Disability, Gender, Race (ethnicity), Religion and Belief
Equalities Objective	School action plan to promote equalities
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Safeguarding Policy	A description of the school's arrangements for security of pupils, staff and the premises (Safeguarding Policies)
Sex Education Policy	Statement of policy with regard to sex and relationship education
Inclusion Policy	Policy to ensure equality of opportunity for children with special educational needs and or a disability
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
Positive Behaviour and Anti-Bullying Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying
SEN Information	Information about the implementation of the school's and governing body's policy on pupils with special education needs (SEN) and any changes to the policy during the last year
Educational Visits Policy	Information on school educational visits procedures.
Data	Information on how the School deals with personal

Protection Policy	information correctly and securely and in accordance with the DPA, and other related legislation.
Preventing Extremism and Radicalisation Policy.	Policy on preventing extreme beliefs in school.
Home School Agreement	Agreement between the school, parents and pupils.