



## **This is Clarendon Primary School's Publication Scheme 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. All information in our publication scheme is either available for you on our website to download and print off or 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**

Clarendon Primary School is a caring community where everyone can realise their full potential. The school aims to:

- Ensure that Clarendon is an improving, effective school;
- Provide for the development of the whole child including excellent qualities of mind, body, spirit, feeling and imagination;
- Provide a broad, balanced curriculum;
- Foster a joy in learning for life and a joy in life.
- Have a secure, safe, happy environment which caters for the needs and aspirations of all members of the school community;
- Have high expectation for all members of the school community;
- Have a thriving partnership between the school, the home and the community;
- Foster individual self-esteem, together with respect for others;
- Provide equal opportunity for all, regardless of intellect, creed, race or sex;
- Ensure that the ethos of the school is based on mutual trust and respect 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 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.

#### 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 or you can visit our website at [www.clarendon.bolton.sch.uk](http://www.clarendon.bolton.sch.uk)

Email: [office@clarendon.bolton.sch.uk](mailto:office@clarendon.bolton.sch.uk)

Tel: 01204 333411

Contact Address: Recreation Street Bolton BL3 6SN

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

FOI requests must be fully responded within 20 (school) working days by law. The information will be provided unless the school can provide an exemption under the FOI act

A more detailed guide to FOI exemptions is here:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

If the information you’re looking for isn’t available via the scheme [and isn’t on our website], you can still contact the school to ask if we have it.

#### 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

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. Where there is a charge this will be indicated by a £ sign in the charge box.

#### 6. Classes of Information Currently Published

**Class 1 Who we are and what we do** (Organisational information, structures, location and contacts.)

<b>Class 1 Where Information can be obtained</b>	
<b>School Website</b>	<ul style="list-style-type: none"><li>• the name, address and telephone number of the school, and the type of school</li><li>• the names of the head teacher and chair of governors</li><li>• Who’s who in school</li></ul> Who’s who on the Governing Board and the basis of appointment.
	<ul style="list-style-type: none"><li>• information on the school policy on admissions</li><li>• a statement of the school's ethos and values</li><li>• details of any affiliations with a particular religion or religious denomination.</li><li>• information about the school's policy on providing for pupils with special educational needs</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li></ul> the arrangements for visits to the school by prospective parents

**Class 2 What we spend and how we spend it** (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits)

<b>Class 2 Where Information can be obtained</b>	
School Office	Agreed minutes of meetings of the governing board and its committees <i>[current and last full academic school year]</i>
School Office	Audit Reports
School Office	Budget Information

**Class 3 What our priorities are and how we are doing** (Strategies and plans, performance indicators, audits, inspections and reviews)

<b>Class 3 Where Information can be obtained</b>	
School Website Section: School Information	Performance Data
School Website Section: School Information	Latest OFSTED report
School Office	Post OFSTED Action Plan A plan setting out the actions required following the last Ofsted inspection
School Office	Performance Management Policy and procedures

**Class 4 How we make decisions** –Current and previous 3 years (Decision making processes and records of decisions)

<b>Class 4 Where Information can be obtained</b>	
School Website Section: Parents / Admissions	Admissions Policy/ Information
School Office	Agendas and minutes of Governing Board meetings (this will exclude information regarded as private to the meetings).

**Class 5 –Our policies and procedures** (Current written protocols, policies and procedures for delivering services and responsibilities)

<b>Class 5 Where Information can be obtained</b>	
School Office	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
School Website Section: Policies	Curriculum Policy Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school

School Website Section: Curriculum	Sex Education Policy Statement of policy with regard to sex and relationship education
School Website Section: School Information	SEND Policy Information about the school's policy on providing for pupils with special educational needs
School Website Section: Policies & School Information	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.
School Website Section: Policies & School Information	Equality Policy Statement of policy for promoting race, disability and gender equality
School Website Section: Policies	Statement of policy for safeguarding and promoting welfare of pupils at the school
School Website Section: Policies	Behaviour Safeguarding/ Child Protection Policy Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
School Website Section: Policies	Records Management and personal data policies including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archiving.</li> <li>• Data Protection (including information sharing)</li> </ul>
School Website Section: Policies	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 Office	Health and Safety Policy and Risk Assessment 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
School Website Section: About us /School Policies	Complaints procedure Statement of procedures for dealing with complaints
School Office	Performance Management of Staff Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
School Office	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

**Class 6 –Lists and Registers** (Currently maintained lists and registers excluding attendance registers)

<b>Class 6 Where Information can be obtained</b>	
School Office	<b>Curriculum circulars and statutory instruments</b> Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
School Office	Asset Register

**Class 7 –The Services we offer** (Information about the services we offer)

<b>Class 7 Where Information can be obtained</b>	
School Website Section: Curriculum	Extra -Curricular Activities

## **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 the Headteacher.

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**  
**Email: [contact@QPCSGovernors.org](mailto:contact@QPCSGovernors.org)**  
**Website : [www.ico.org.uk](http://www.ico.org.uk)**