

Bordon Junior School - Publication Scheme on information available under the Freedom of Information Act 2000

The aim of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

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.

Email:	admin@bordon-junior.hants.sch.uk
Telephone:	01420 472145
Fax:	01420 476393
Contact Address:	Bordon Junior School, Budds Lane, Bordon, Hampshire, GU35 0JB
Web address:	http://www.bordon-junior.hants.sch.uk

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST"
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.

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.

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you require further assistance or wish to make a suggestion or complaint then initially this should be addressed to the admin officer at the school.

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 - Enquiry/Information Line: 01625 545 700 E Mail: publications@ic-foi.demon.co.uk. Website: <http://www.ico.gov.uk>

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Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts). This will be current information only.</p>		
Who's who in the school	Website and Hard Copy	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Website	
Contact details for the Head teacher and for the Governing Body	Website	
School prospectus	Website and Hard Copy	
Governors' Annual Report to Parents	Website and Hard Copy	
Staffing structure	Hard Copy	
School session times and term dates	Website and Hard Copy	

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
<p>Annual budget plan and financial statements</p>	<p>Hard Copy</p>	
<p>Capitalised funding</p>	<p>Hard Copy</p>	
<p>Additional funding</p>	<p>Hard Copy</p>	
<p>Procurement and projects</p>	<p>Hard Copy</p>	
<p>Pay policy</p>	<p>Hard Copy</p>	
<p>Governors' allowances</p>	<p>Hard Copy</p>	

<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Website and Hard Copy</p> <p>Hard Copy</p> <p>Website and Hard Copy</p>	
<p>Performance management policy and procedures adopted by the Governing Body.</p>	<p>Hard Copy</p>	
<p>Schools future plans</p>	<p>Hard Copy</p>	

<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions) Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Hard Copy</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hard Copy</p>	
<p>Minutes of meetings of the Governing Body and (if held) its sub-committees (excluding confidential minutes from meetings)</p>	<p>Hard Copy</p>	

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Discipline and grievance policies • Staffing structure implementation plan • Single Equality Scheme Policy • Safer Recruitment Policy 	<p>Hard Copy Hard Copy Website/Hard Copy Hard Copy Hard Copy Website/Hard Copy Hard Copy</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex and Relationship Education • Special Educational Needs • Accessibility Plan • Single Equality Scheme Policy • Behaviour Management • Anti-Bullying • Collective Worship 	<p>Hard Copy Website/Hard Copy Hard Copy Website/Hard Copy Hard Copy Website/Hard Copy Website/Hard Copy Website/Hard Copy Hard Copy</p>	
<p>Records management and personal data policies, including:</p>	<p>Hard Copy</p>	

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<ul style="list-style-type: none">• Information Security policies• Records retention destruction and archive policies• Data protection (including information sharing policies)		
Charging and Remissions Policy	Hard Copy	

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Hard Copy</p>	
<p>Disclosure logs</p>	<p>Hard Copy</p>	
<p>Asset register</p>	<p>Hard Copy</p>	
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Hard Copy</p>	

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<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(Some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website and Hard Copy</p>	
<p>Out of school clubs</p>	<p>Website and Hard Copy</p>	
<p>School publications</p>	<p>Hard Copy</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Hard Copy</p>	
<p>Leaflets books and newsletters</p>	<p>Hard Copy</p>	

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing will be charged at the relevant price per sheet (black & white) at the time a request is received.	The actual cost incurred by the school.
	Photocopying/printing will be charged at the relevant price per sheet (colour) at the time a request is received.	The actual cost incurred by the school.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	Any material on disk will be charged at the actual cost.	

The Governing Body is responsible for the maintenance of this scheme and it is reviewed every 2 years by the governing body in line with the policy review schedule.

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This publication was last reviewed March 2016.