

## **Thomas Jones Freedom of Information Publication Scheme**

In line with section 19 of the Freedom of Information Act, the below publication scheme sets out our commitment to making certain classes of information available, including, policies and procedures, minutes of meetings, reports and financial information.

<b><u>Information</u></b>	<b><u>Where the information is available</u></b>
<b>Who we are and what we do</b>	
Instrument of Government	Hard Copy on request
Outline of the School Curriculum	website
Governing Body	website
School session times, term dates and holidays	website
School address and contact details	website
Names of key personnel	Hard Copy on request
<b>What we spend and how we spend it</b>	
<b>(Information for the current and previous 2 financial years)</b>	
Annual budget plan and financial statements	Hard Copy on request
Plans for Capital Expenditure	Hard Copy on request
Additional funding	Hard Copy on request
Procurement and projects	Hard Copy on request
Pay Policy	Hard Copy on request
Staff Allowances and Expenses	Hard Copy on request
Governors Allowances	Hard Copy on request
Staff Pay and Grading Structures	Hard Copy on request
<b>What our priorities are and how we are doing</b>	
Performance data	website
Latest Ofsted Report	website
Appraisal Policy	Hard Copy on request
School Evaluation Document	Hard Copy on request
School Improvement Plan	Hard Copy on request
Safeguarding and Child Protection Policy	website
<b>How we make decisions</b>	

Admissions Policy	Admissions statement on website Policy held with Local Authority
Nursery Admissions Policy	website
Agendas of meetings of the governing body and its sub-committees	Hard copy on request
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy on request
<b>Our policies and procedures</b>	
Charging and Remissions Policy	website
Pay Policy	Hard copy on request
Appraisal Policy	Hard copy on request
Capability Procedures	Hard copy on request
Safeguarding and Child Protection Policy  (Including Safer Recruitment)	website
Disclosure and Barring Policy	Hard copy on request
Positive Behaviour Policy  (Including Preventing Bullying and Behaviour Principles)	website
Health and Safety Policy	Hard copy on request
Staff Discipline, Conduct and Grievance  (Including Dealing with Allegations of Abuse Against Staff)	Hard copy on request
Bullying and Harassment Policy	Hard copy on request
Long Term Sickness and Absence Procedures	Hard copy on request
Whistleblowing Policy	Hard copy on request
Emergency Management Plan	Hard copy on request
Procedure for Fire Drill, Emergency Evacuation and 'Lockdown'	Hard copy on request
Policy for dealing with a Missing Child	Hard copy on request
School Security Policy	Hard copy on request
Educational Visits Policy	Hard copy on request
School Transport Policy	Hard copy on request
Single Equality Policy	Hard copy on request
Risk Assessment Policy	Hard copy on request
First Aid Policy	Hard copy on request
Supporting Pupils with Medical Needs Policy	Hard copy on request

Relationship and Sex Education Policy	Hard copy on request
Special Educational Needs and Disabilities Policy	website
Data Protection and Freedom of Information Policy	website
Privacy Notices	Website and circulated to families and staff/governors annually
Admissions Policies	website and Local Authority
Accessibility Plan	Hard copy on request
Central Record of Recruitment and Vetting Checks	Live document
Complaints Procedure Statement	Hard copy on request
Governors Allowances	Hard Copy on request
Home School Agreement	Hard copy on request. All parents/carers sign a copy
Instrument of Government	Hard copy on request
Premesis Management Documents	Hard copy on request
Register or Business Interests of Governors	website
Early Years Foundation Stage Policy	Hard copy on request
Register of Pupils' admission	Live document
Register of Pupils' attendance	Live document
Records of Health and Safety Audits	Hard copy on request
Records of Risk Assessments	Hard copy on request
Training Records	Hard copy on request
<b>Lists and registers</b>	
Curriculum circulars	Hard copy on request
Disclosure logs	Hard copy on request
Asset register	Hard copy on request
<b>The services we offer</b>	
Breakfast club (3 mornings)	
After school provision, Play Plus (3 evenings)	
Extra-curricular clubs and activities	
'Booster' learning classes	
Music tuition	
Play therapy	
Newsletters to parents/carers	