



Thomas Johnson Lower School
Excellence and Enjoyment

Freedom of Information Publication Scheme

Our full title and address for sending requests for any documents is:

Thomas Johnson Lower School

Hurst Grove

Lidlington

Beds MK43 0SB

*The person responsible for maintenance of this scheme is: **Mrs Marian Haines, Headteacher***

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. 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 5 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 governing body documents.
- **Pupils & Curriculum** - information about policies that relate to pupils and the school curriculum.
- **School Policies** - information about policies that relate to the school in general.

3. How to request information

You can request a copy of the information you want from the contact detailed above.

If the information you're looking for is not available via the scheme you can still ask if we have it.

You can contact the school by telephone, email or letter.

Email: **thomasjohnson@cbc.beds.sch.uk**

Tel: **01525 402377**

Contact Address: **As above**

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

4. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise. 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.

5. Classes of Information Currently Published

School Prospectus – Our website contains all relevant school information in full, and supports our published School Prospectus A4 leaflet, which provides more general information.

All information published on our website is freely available to view, download and print. The relevant contents of this information is as follows:-

- 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 ethos and values.
- 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.