



# St. John's Gosport C of E Primary School

## Freedom of Information Policy

<b>Publication Date:</b>	<b>March 2020</b>	<b>Headteacher:</b> <b>Chair of</b> <b>Governors:</b>	<b>Mrs Carolyn Wilkinson</b> <b>Mrs Jean Watson</b>
<b>Reviewed:</b>	<b>March 2026</b>	<b>Headteacher:</b> <b>Chair of</b> <b>Governors:</b>	<b>Mrs Carolyn Wilkinson</b> <b>Mrs Jean Watson</b>

### **School Vision:**

St John's Gosport C of E Primary School endeavours to provide a happy, safe, caring community rooted in Christian values; where everyone is valued and grows to their full potential.

*John 10:10 – I came so that they may have life – life in all its fullness*

### **Mission Statement:**

At St John's Gosport C of E Primary School we aim to achieve our vision by providing a broad balanced curriculum and learning experiences that develop our children in body, mind and spirit; setting high standards for all, confident that we can achieve success. Thus ensuring that when our children leave us they are independent learners, who are well equipped to be responsible citizens of the future and reach their potential.

**Safeguarding** at St John's Gosport C of E Primary School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

## **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. Copies of the information in our publication scheme are available in paper form from the school office.

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 aim of the school is to develop each child in every aspect of school life, be it intellectual, creative, moral, physical, spiritual, cultural or social.

To achieve this aim we will:

- Provide a welcoming environment which is safe, secure and stimulating and which includes and supports each child
- Develop a partnership between pupils, parents, staff and governors and foster links with the wider community
- Provide a broad, balanced curriculum which gives equal opportunity for children to develop their individual potential
- Set appropriately high expectations in an environment where high quality teaching and learning take place
- Encourage children to be independent learners who take pride in all they do
- Encourage pupils to care for themselves and each other and respect property by behaving appropriately
- Respect individuals, their beliefs, and their cultural backgrounds by promoting understanding and tolerance.

- 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.

The classes of information that we undertake to make available are organised into three broad topic areas:

- **School Profile and the other information relating to the governing body** – information published in the School Profile and in other governing body documents
- **Pupils & Curriculum** – information about policies that relate to the 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 contact the school by telephone, email, or letter.

#### **Contact Address:**

St John’s C of E Primary School  
Grove Road  
Gosport  
Hampshire  
PO12 4JH

**Tel:** 023 92582404

**Email:** [adminoffice@st-johns-gosport.hants.sch.uk](mailto:adminoffice@st-johns-gosport.hants.sch.uk)

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

### 5. Paying for Information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not 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 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 description box.

## 6. Classes of Information Currently Published

**School Profile and other information relating to the governing body** – this section sets out information published in the School Profile and in other governing body documents

<b>Class</b>	<b>Description</b>
<b>Key Information</b>	Key Information includes the following: <ul style="list-style-type: none"> <li>o Performance data</li> <li>o Summary of OFSTED report</li> <li>o School's intentions for the future etc.</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of anybody entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes of the meeting of the governing body and its committees</b>	Agreed minutes of the meetings of the governing body and its committees (current and last academic school year)

**Pupils and Curriculum Policies** – This section gives access to information about some of the policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
<b>Home-School Agreement</b>	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
<b>RSHE Policy</b>	Statement of policy with regard to sex and relationship education

<b>Special Education Needs Policy</b>	Information about the schools policy on providing for pupils with special educational needs
<b>Accessibility Plans</b>	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of physical environment and improving delivery of information to disabled pupils.
<b>Single Equality Statement</b>	Statement of policy for promoting equality and community cohesion
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school
<b>Behaviour Policy/Anti-bullying Policy</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

**School Policies and other information related to the school** – this section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
<b>Published reports of OFSTED referring expressly to the school</b>	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character.
<b>Charging and Remissions Policies</b>	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.
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays.

<b>Health, Safety and Safeguarding Policy and risk assessment</b>	Statement of general policy with respect to Health, Safety and Safeguarding and the organisation and arrangement for carrying out the policy
<b>Complaints procedure</b>	Statements of procedures for dealing with complaints
<b>Performance Management for staff</b>	Statement of Procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

<b>Pay Policy</b>	Statement of the school's policy regarding staff pay including procedures for determining grievances in relation to pay
<b>Curriculum circulars and statutory instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum
<b>Admissions Policy</b>	Statement of the school's policy on admissions
<b>Other documents</b>	A list of all other public documents and policies can be found on our website under policies and are also held by the school and are available on request

## 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:

**Contact Address:**  
**Mrs Carolyn Wilkinson**  
 St John's C of E Primary School  
 Grove Road  
 Gosport  
 Hampshire  
 PO12 4JH

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 SK0 5AF

Helpline: 0303 123 1113 (local rate) or 01625 545 745 (nationalrate)

Website: [www.ico.gov.uk](http://www.ico.gov.uk)