

St John's Upper Holloway CE Primary School



Freedom of Information Policy (Publication scheme)

March 2018

Policy approved by staff and governors: March 2018

Review date: Spring 2020

St John's C.E. Primary School

"Shine on through these days"- John the Evangelist



Our Vision

We are a visionary school that seeks to instil a lifelong love of learning. Our core Christian values will inspire and prepare our children to lead successful and fulfilling lives.

Our Mission

St John's is a small, caring Church of England Primary School that is committed to supporting our pupils to be happy, successful and fulfilled throughout their lives. We believe that everyone is unique and valued by God. We aspire to be a high achieving school that provides an outstanding education by:

- **promoting the highest standards of teaching and learning, with excellent leadership**
- **being inclusive, celebrating diversity including all religions, faiths, cultures and backgrounds**
- **providing a rich and stimulating curriculum that will inspire and challenge all our learners**
- **being a safe, healthy and happy place**
- **providing excellent care, guidance and support**
- **having a strong partnership between school, parents and the community**

We seek to promote core values within our children that will prepare them for a successful life. They should be:-

- considerate and respectful with excellent manners
- confident, happy, independent and self motivated
- co-operative and collaborative
- honest and trustworthy
- resilient, hardworking and determined
- highly principled with moral, spiritual, cultural and social awareness, including shared British Values

This publication scheme is a means of showing how we are pursuing these aims.

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 available in paper form.

Some information which we hold may not be made public, for example personal information. This will be further clarified in light of the new General Data protection Regulations which come in to force on 25th May 2018.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

1. Categories of information published

This 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 four broad topic areas:

School Prospectus – information published in the school prospectus and website.

Governing Body documents – including the school profile

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school – information about policies relate to the school in general.

2. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail, fax or letter. Contact details are set out below.

E-mail: info@st-johnsholloway.islington.sch.uk

Telephone: 020 7272 2780

Contact Address: St John's Upper Holloway C of E Primary School,
Pemberton Gardens, LONDON N19 5RR

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 you can still contact the school to ask if we have it.

3. Paying for information

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 description box.

4. Classes of Information Currently Published

School website and Prospectus – this section sets out information published on the school website and in the school prospectus

| Class | Description |
|--------------------------------------|---|
| School Prospectus and website | <p>The statutory information included on the school website includes:</p> <ul style="list-style-type: none">• Contact details• Admission arrangements• Link to most recent Ofsted Report• Most recent key stage 2 results• Link to school performance tables on www.education.gov.uk• School curriculum information for each year group by subject, including phonics/reading schemes• Behaviour policy• Pupil Premium allocation, use and impact on attainment.• SEN policy• Charging and remissions policy• School's ethos and values• Details of the PE and sport grant <p>The school prospectus is no longer a statutory document. However it does contain key information for parents including:</p> <ul style="list-style-type: none">• School vision and values statement• Our approach to teaching and learning• An outline of our curriculum• Keeping our children safe, healthy and happy• Our governors• RE and worship• Sex and relationship education• Inclusion |

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| | <ul style="list-style-type: none"> • Admissions • Uniform • Maintenance fund • Extended schools • The Friends of St Johns |
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Information relating to the governing body – this section sets out information published in the Governors’ Annual Report and in other governing body documents.

| Class | Description |
|---------------------------------|---|
| Governing body documents | <p>Some of these items may feature on the school website or may be available as a paper document:</p> <ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection • a description of the school’s arrangements for security of pupils, staff and the premises (health and safety policy) • information about the implementation of the governing body’s policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school • a statement of policy on whole staff development identifying how teachers’ professional development impacts on teaching and learning (appraisal and CPD policy) • number of pupils on roll and rates of pupils’ authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures |

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| Instrument Of Government (available via hard copy on request) | <ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect |
| *Minutes of meetings of the governing body and its committees | Agreed minutes of meetings of the governing body and its committees (current and last full academic school year) |

*Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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

| Class | Description |
|---|---|
| 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 |
| Curriculum Policy statement | Statement on implementation of the national curriculum subjects and religious education and schemes of work and syllabuses currently used by the school |
| Sex and Relationships Education Policy | Statement of policy with regard to sex and relationship education |
| Special Education Needs Policy | Information about the school’s policy on providing for pupils with special educational needs and disabilities. |
| 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 |
| Race Equality Policy | Statement of policy for promoting race equality (part of our overarching inclusion policy) |
| Collective Worship | Statement of arrangements for the required daily act of collective worship |
| Child | Statement of policy for safeguarding and promoting welfare of pupils at the |

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| Protection Policy | school. |
| Pupils Discipline | Statement of general principles of behaviour and discipline and of measure taken by the headteacher to prevent bullying (see Behaviour and Anti-Bullying Policy). |

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

| Class | Description |
|---|--|
| Published reports of Ofsted referring expressly to the school | Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character |
| Post-Ofsted inspection action plan | A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character |
| 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 session times and term dates | Details of school session and dates of school terms and holidays |
| 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 |
| Complaints procedure | Statement of procedures for dealing with complaints |
| Appraisal (Performance Management) of Staff | Statement of procedures adopted by the governing body relating to the appraisal (performance management) of staff and the annual report of the headteacher on the effectiveness of appraisal procedures |
| 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 (LDBS guidance documents) |
| Curriculum circulars and statutory instruments | Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the headteacher or governing body relating to the curriculum |

5. 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 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

E-mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

Approved by staff _____ (head) on _____

Approved by governors _____ (chair of Resources committee) on _____