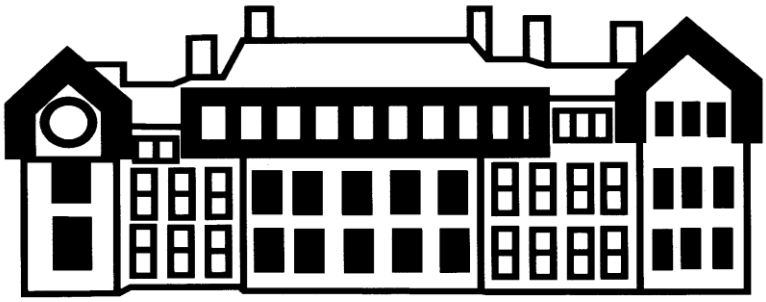
GORDON



SCHOOL

Freedom of Information Policy & Publication Scheme

Ratification date: November 2023

Review date: November 2026

Agreed: Jason Taylor (Headteacher)

Agreed: Lynsey Christini-Clay (Chair of Governors)

Freedom of Information Policy & Publication Scheme

See: Freedom of Information Act 2000

1, Introduction

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 categories 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 can be downloaded from our website or can be requested from the school office in paper form.

Some information which we hold may not be made public, such as pupils' personal information. We will not release information which we feel infringes a person's privacy.

2, Categories of Information Published

The publication scheme is a guide to the information which we currently publish 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 policy. The classes of information that we undertake to make available are organised into four broad topic areas:

- **Guides to the school** – information required by parents / carers which provides them with knowledge of the school's organisation, procedures, ethos and culture;
- **Governing Body documents** – information relating to the strategic direction and development of the school;
- **Pupil and Curriculum documents** – information about policies that relate to pupils and the school curriculum.

3, How to Request Information

A paper version of any of the documents within the scheme can be requested from the school office in person, via telephone: 020 8850 5486 or by e-mail: office@gordon.greenwich.sch.uk. Many documents are also available from the school's website: www.gordonprimary.co.uk

The school has 20 working days to respond to a request. For a request to be valid under the FOIA it must be in writing (an email is acceptable), but requesters do not have to mention the Act or direct their request to a designated member of staff.

4, Paying for Information

Information published on our website is free, although costs may be incurred from the Internet service provider. We recommend that a local library or internet café is used if there is no home Internet access.

Single copies of information covered by this publication are provided free unless stated otherwise in section 5. If a request requires a lot of photocopying or printing we will provide details of the cost before fulfilling the request. If the documents are to be mailed we will also charge for postage. Payment will need to be made before documents are distributed.

5, Information Currently Published

These documents are available on the school website. This is not an exhaustive list of the documents we hold. Others can be made on request.

Guides to the School

- Admission Arrangements
- Charging Policy
- Complaints Procedures
- Data Protection Policy
- Equality Plan & Statement
- Freedom of Information Policy
- Health, Safety & Welfare Policy
- Ofsted report – most recent report
- Reports – Pupil Premium / Sports Premium
- School session times and term dates
- Standards – assessment data

Governing Body documents

- Instrument of Government
- Agreed minutes of the meetings of the Governing Body and its committees. Some information is confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

Pupil and Curriculum documents

- Anti-bullying Policy
- Behaviour & Relationships Policy
- Child Protection & Safeguarding Policy
- Curriculum overviews
- E-Safety Guidance
- Personal, Social and Health Education (PSHE) Policy (includes information about Sex & Relationships (RSE) education
- Special Education Needs & Disability (SEND) Policy
- Subject information
- Year Group information

6, Review

Possible future changes to the statutory requirements on schools relating to the publication of documents means that this policy may need to be amended at times. A full review will take place in three years.