



St John of Jerusalem
Church of England Primary School

Freedom of Information Policy

2021 –2022

Vision and Values

Our Christian faith underpins the life of the school, and through God's enduring love, we create a nurturing and caring environment where our pupils develop in body, mind and spirit. Through love, patience and kindness, our children are encouraged to learn and grow together to realise their full potential.

"I can do all things through Him who strengthens me."

Philippians 4:13

Through our School Values, we foster:

The Love of learning,

love for one another and

love for God

St John of Jerusalem C of E Primary School
Publication Scheme on information available under the
Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

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 that is to be published in the future. All information in our publication scheme is available in paper form or on our school website to download.

Some information which we hold may not be made public, for example, personal information. There are clear exemptions to the requirement to produce information on-demand to protect confidential/sensitive/personal data, such as about children or staff members.

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

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with an education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,
- to provide a caring, disciplined and challenging environment that stimulates the intellectual, emotional, physical, moral and spiritual growth of the pupils;
- to enable each child, whatever their ability, to recognise their worth and to accept their responsibilities to society;
- to provide a broad and stimulating curriculum based on the National Curriculum, which seeks to develop lively, enquiring minds, and enables children to understand the society in which they live;

- to nurture those basic skills and concepts which are necessary for future education and development;
- to encourage self-confidence, self-discipline and self-motivation so that children may become self-reliant in their learning;
- to enable children to strive for excellence

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.

We aim to provide information through our school website so that it is freely accessible. Any information below which is not published on the website is available on request as set out in section 4.

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

- Specified information required by the School Information Regulations
- Information about the governing body
- Pupil and curriculum policies
- General school policies and other information

4. How to request information

If you require a paper version of any of the documents within the scheme, contact the school by telephone, email or letter.

Contact details:

Email: admin@st-johnjerusalem.hackney.sch.uk

Tel: **020 8985 0730**

Contact Address: **St John of Jerusalem C of E Primary School,**

Kingshold Road, Hackney, London, E9 7JF

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"**

If the information you are looking for is unavailable via the scheme and isn't on our website:

www.st-johnjerusalem.hackney.sch.uk, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't 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 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.

6. Classes of Information Currently Published (pupils, policies and other information related to the school)

School Website –This section sets out specific information published on the school website, in accordance with the School Information (England) (Amendment) Regulations 2012, as follows:

Class	Description
Specified Information on the school website	<p>1. The name, postal address and telephone number of the school, and the name of a person to whom enquiries should be addressed.</p> <p>2. (a) The determined admission arrangements for the school concerning each relevant age group. Oversubscription criteria, and an explanation of the process of applying for a school place; or (b) Information as to where and by what means parents may access that information in the local authority's composite prospectus published on their website or hard copy published at least six weeks before the final date by which parents are asked to apply for admission or to express a preference.</p> <p>3. Published reports of Ofsted referring expressly to the school. The published report of the last inspection of the school and the summary of the report, and where appropriate inspection reports of religious education</p> <p>4. The school's most recent key stage 2 results as published by the Secretary of State under the following column headings in the School Performance Tables published on the Department for Education's website: (a) "% achieving expected standard or above in English and Maths"; (b) "% making expected progress"; (c) In relation to English, "% achieving above the expected standard"; and (d) In relation to Maths, "% achieving above the expected standard".</p> <p>5. Information as to where and by what means parents may access the School Performance Tables published by the Secretary of State on the Department for Education's website.</p> <p>School term dates. Details of school session and dates of school terms and holiday</p> <p>The following information about the school curriculum— (a) in relation to each academic year, the content of the curriculum followed by the school for each subject and details as to how additional information relating to the curriculum may be obtained; (b) In relation to key stage 1, the names of any phonics or reading schemes in operation.</p>

	<p>6. The behaviour policy determined by the headteacher must comply with section 89 of the Education and Inspection Act of 2006.</p> <p>7. The amount of the school’s allocation from the Pupil Premium and Sports Premium grants in respect of the current academic year;</p> <ul style="list-style-type: none"> • details of how it is intended that the allocation will be spent; • Details of how the previous academic year’s allocation was spent and the effect of this expenditure on the educational attainment of those pupils at the school in respect of whom grant funding was allocated. <p>8. The school’s charging policy and remissions policy determined by the school under section 457 of EA 1996. The policy contains information about activities for which the school will charge pupils’ parents.</p> <p>9. A statement of the school’s vision and values.</p> <p>10. Special Education Needs Policy and SEND Report Information about the school's policy on providing for pupils with special educational needs.</p> <p>The SEND Report must comply with:</p> <ul style="list-style-type: none"> • section 69 (2) of the Children and Families Act 2014 • regulation 51 and Schedule 1 of the Special Educational Needs and Disability Regulations 2014 • The accessibility plan should be in line with paragraph 3 of Schedule 10 to the Equality Act 2010
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The Governing Body	
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • How the governing body is constituted • The term of office of each category of governor is less than four years • The name of anybody 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 the meeting 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)

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 on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school

Relationship and Sex Education Policy	Statement of policy about sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Policy Plan	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving the delivery of information to disabled pupils
Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Child Protection Policy	Statement of policy for safeguarding and promoting the welfare of pupils at the school
Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the headteacher 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.

Class	Description
Published reports of Ofsted referring expressly to the school	The 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
Charging and Remissions Policies	A statement of the school's policy concerning 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 concerning 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
Performance Management of Staff	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
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
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the headteacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

Our website is available at: www.st-johnjerusalem.hackney.sch.uk

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 admin@stjohnjerusalem.hackney.sch.uk

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, 1, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 03031231113 (local rate) or 01625545745 (national rate)

Website: www.informationcommissioner.gov.uk

Fax No: 01625524510

Approved by:

Date:

Last reviewed on:

Next review due by: