



## ST. JOHN'S RC PRIMARY SCHOOL

Providence Way  
Baldock  
Hertfordshire  
SG7 6TT

Head Teacher: Ms A. Hanou

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### **This is St John's RC Primary School's Policy for Freedom of Information**

*The governing body is responsible for the maintenance of this policy.*

#### **1. Why has our Freedom of Information Policy 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 policy, 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 policy covers information already published and information which is to be published in the future. All information mentioned in our policy is available in paper form.

Some information which we hold may not be made public, for example personal information.

Our policy conforms to the model scheme for schools approved by the Information Commissioner.

#### **2. Aims and Objectives**

St John's aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this policy is a means of showing how we are pursuing these aims.

### **3. Categories of information published**

This policy 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 six 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 the School Profile Report and in other governing body documents.

*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 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 policy, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: [admin@stjohns4.herts.sch.uk](mailto:admin@stjohns4.herts.sch.uk)

Tel: 01462 892478

Fax: 01462892683

Contact Address: St John's RC Primary School, Providence Way, Baldock, Herts, SG7 6TT.

### **5. Paying for information**

Single copies of short documents covered can be provided free unless stated otherwise in section six. 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 we will let you know the cost before fulfilling your request.

## 6. Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school prospectus.

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher and chair of governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• the fact that our School is a Catholic School and that the religious education is in accordance with the teachings and norms of the Catholic Church.</li> <li>• parents right to withdraw their children from religious education and collective worship and the alternative provision for those pupils</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>

**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.

Class	Description
<b>School Profile</b>	<p>The statutory contents of the School Profile are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> <li>• details of the School's successes the previous year</li> <li>• a statement on what the school is trying to improve</li> <li>• a statement about how much progress our pupils made between age 7 and age 11,</li> <li>• information about how well pupils achieved at age 11,</li> <li>• information about the our results have changed over time,</li> <li>• a description of how the School is making sure that the learning needs of individual pupils are being met,</li> <li>• a statement about how the school makes sure all pupils are encouraged to be healthy, safe and how they are well supported,</li> <li>• information about the schools attendance and absence data,</li> <li>• information about what extra curricula activities are available for pupils,</li> <li>• a statement about how the school works with parents and the community,</li> <li>• a statement about how the school responds to what pupils tell us about their school,</li> </ul>

	<ul style="list-style-type: none"> <li>• information about what happens to our pupils when they leave our school,</li> <li>• a statement about what we have done in response to Ofsted.</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 any body 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<sup>1</sup> of meetings of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>

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

<b>Class</b>	<b>Description</b>
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 about our philosophy and aims for the delivery of each of the curriculum subjects and religious education.
Sex 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
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
R. E. Policy	Statement of arrangements for the required daily act of collective worship, complying with the rites, practices and discipline of the Catholic Church.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this