



Newtown C of E Primary School

Freedom of Information Policy

Ratification Date:	September 2018	Signed:	Mrs Emma Howlett (HEAD TEACHER) Mrs Janet Cane (CHAIR OF GOVERNORS)
Reviewed	October 2023	Signed:	Mrs E Howlett (Headteacher) Mrs Glynis Wright (Chair of Governors)
Reviewed	October 2025	Signed:	Mrs E Howlett (Headteacher) Mrs Glynis Wright (Chair of Governors)

School Vision

At Newtown C of E Primary School, our motto is enriched and sustained by our Christian values of **Love, Courage and Friendship**, rooted in the teachings of the Bible. We are guided by the call to *“love one another as I have loved you”* (John 13:34), *“be strong and courageous... for the Lord your God is with you wherever you go”* (Joshua 1:9), and *“a friend loves at all times”* (Proverbs 17:17).

As a school at the heart of an evolving community, we warmly welcome children and families from a wide range of backgrounds and experiences. We are enriched by the unique qualities each child brings and value the talents and perspectives that help us grow together.

We are an aspirational school serving our community. We seek to know, understand and celebrate every child, nurturing their individual strengths and talents. We prepare our children to become confident, responsible global citizens in an ever-changing world, guided by our core values of love, courage and friendship.

Through **Love**, we show kindness, compassion and generosity, building a community where everyone feels safe, welcomed and valued. Through **Courage**, we persevere, meet challenge with confidence, and stand up for what is right with honesty and grace. Through **Friendship**, we grow together — encouraging one another, celebrating each other’s gifts, and looking to the future with hope and aspiration.

We live out these values by:

- Being a caring, welcoming and inclusive Christian community where staff, pupils, parents and governors work together in a safe and supportive environment, inspired by *“Above all, love each other deeply”* (1 Peter 4:8)
- Promoting the welfare and dignity of every child, safeguarding them from harm — including physical, sexual and emotional abuse, neglect and bullying — in accordance with statutory guidance in *Keeping Children Safe in Education* (Department for Education)
- Providing a rich, engaging curriculum that equips children with the knowledge, skills and character to become lifelong learners and responsible citizens, reflecting Christian teachings and British Values

- Building strong, positive partnerships with parents, the church and the wider community, and encouraging participation in local, national and global initiatives
- Fostering our Learning Behaviours of Resilience, Focus, Independence, Self-Regulation, Respect and Boundaries, encouraging children to act with integrity, perseverance and kindness in all they do

At Newtown, we want every child to know they belong, are cherished, and are capable of great things. Through **Love, Courage and Friendship**, we grow minds, shape futures and journey together in hope.

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:

Newtown C of E Primary School
Queens Road
Gosport
Hampshire
PO12 1JD

Tel: 023 92584048

Email: adminoffice@newtown.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

Class	Description
Key Information	Key Information includes the following: - o Performance data - o Summary of OFSTED report - o School's intentions for the future etc.

Instrument of Government	• 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 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 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.

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
SRE Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the schools 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 physical environment and improving delivery of information to disabled pupils.
Single Equality Statement	Statement of policy for promoting equality and community cohesion
Collective Worship	Statement of arrangements for the required daily act of collective worship

Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Behaviour Policy/Anti-bullying Policy	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.

Class	Description
Published reports of OFSTED referring expressly to the school	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.
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, Safety and Safeguarding Policy and risk assessment	Statement of general policy with respect to Health, Safety and Safeguarding and the organisation and arrangement for carrying out the policy
Complaints procedure	Statements of procedures for dealing with complaints
Performance Management for 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

Pay Policy	Statement of the school's policy regarding staff pay including procedures for determining grievances in relation to pay
Curriculum circulars and statutory instruments	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
Admissions Policy	Statement of the school's policy on admissions
Other documents	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:

Mrs E Howlett
Headteacher
Newtown C of E Primary School
Queens Road
Gosport
Hampshire
PO12 1JD

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 (national rate)

Website: www.ico.gov.uk

Policy review date: October 2027

