



# FREEDOM OF INFORMATION POLICY

A GUIDE TO INFORMATION AVAILABLE FROM ST JOHN'S CATHOLIC COMPREHENSIVE  
SCHOOL UNDER THE ICO MODEL PUBLICATION SCHEME;

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

## OUR MISSION STATEMENT

Excellence for All  
Service to Others  
Inspired by Christ

*This Policy was adopted by the Full Governing Body*

*Owner: Mrs. K. Bartholomew*

*Quality Assured: Mr. M. Barron*

*Date: May 2025*

*Next Review Date: May 2028*

## Freedom of Information: Guide to information available from St John's Catholic Comprehensive School under the Information Commissioner's Office Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy, e-mail and/or website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> )	Note: For Hard Copies of existing documents, a charge of 10p per sheet will apply, plus postage cost. This charge can be avoided if the information can be provided by e-mail.
Who's who in the school	Website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Hard copy/Email – contact Headteacher's PA 01474 534718	Free Hard copy – 10p per sheet
Who's who on the Governing Body and the basis of their appointment	Website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Hard copy/E-mail – contact Headteacher's PA 01474 534718	Free Hard copy – 10p per sheet
Instrument of Government	Hard copy – contact Headteacher's PA 01474 534718	10p per sheet
Contact details for the Headteacher and for the Governing Body, via the school	Website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Hard copy/E-mail – contact Headteacher's PA 01474 534718	Free Hard copy – 10p per sheet
School prospectus	Website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Hard copy/E-mail – contact Reception 01474 534718	Free
Staffing structure	Website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Hard copy/Email – contact Headteacher's PA 01474 534718	Free Hard copy – 10p per sheet
School session times and term dates	Website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Hard copy/E-mail – contact Headteacher's PA 01474 534718	Free Hard copy – 10p per sheet
Address of school and contact details, including email address.	St John's Catholic Comprehensive School Rochester Road Gravesend, Kent DA12 2JW Tel: 01474 534718 E-mail: <a href="mailto:office@stj.kent.sch.uk">office@stj.kent.sch.uk</a> Website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a>	Free

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy, e-mail and/or website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> )	
Annual budget plan and financial statements	Contact the Finance Manager at school to discuss request	Hard copy – 10p per sheet
Capital funding and Additional Funding	Contact the Finance Manager at school to discuss request	Hard copy – 10p per sheet
Procurement and Projects	Contact the Finance Manager at school to discuss request	Hard copy – 10p per sheet
Pay policy	Hard copy/E-mail – contact Headteacher’s PA 01474 534718	Hard copy – 10p per sheet
Staffing and grading structure	Contact the Headteacher at school to discuss request	Hard copy – 10p per sheet
Governors’ allowances that can be incurred or claimed	Hard copy – contact Headteacher’s PA 01474 534718	Hard copy – 10p per sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy, e-mail and/or website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> )	
School profile - Government supplied Performance data	Website <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Hard copy/E-mail – contact Headteacher’s PA 01474 534718	Free Hard copy – 10p per sheet

- The latest Ofsted report - summary or full report	Website <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Hard copy/E-mail – contact Headteacher’s PA 01474 534718	Free Hard copy – 10p per sheet
Performance Management Policy and procedures adopted by the governing body.	Hard copy/Email – contact Headteacher’s PA 01474 534718	Hard copy – 10p per sheet
Performance data or a direct link to it	Website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Hard copy/E-mail – contact Headteacher’s PA 01474 534718	Free Hard copy – 10p per sheet
The school’s future plans	Contact the Headteacher at school to discuss request	Hard copy – 10p per sheet
Safeguarding and child protection – policies and procedures	Website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Hard copy/E-mail – contact Headteacher’s PA 01474 534718	Free Hard copy – 10p per sheet

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous; three years as a minimum	(hard copy, e-mail and/or website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> )	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> for Admission Policy or E-mail to <a href="mailto:office@stj.kent.sch.uk">office@stj.kent.sch.uk</a> FAO the Admissions Officer for admission enquiries / Telephone 01474 534718	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings)	Hard copy/Email – Contact the Clerk to Governors at the school on 01474 534718	Hard copy – 10p per sheet

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy, e-mail and/or website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> )	
Records management and personal data policies, including: <input type="checkbox"/> Information security policies <input type="checkbox"/> Records retention, destruction and archive policies <input type="checkbox"/> Data protection (including information sharing policies)	Hard copy/Email – contact Headteacher’s PA 01474 534718 Hard copy/Email – contact Headteacher’s PA 01474 534718  Website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Hard copy/E-mail – contact Headteacher’s PA 01474 534718	Hard copy – 10p per sheet Hard copy – 10p per sheet  Free Hard copy – 10p per sheet
School policies applicable and in existence	Some policies are published on our website: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Hard copy/E-mail for other policies – contact Headteacher’s PA 01474 534718	Free Hard copy – 10p per sheet

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).	(hard copy, e-mail and/or website; some information may only be available by inspection)	
Curriculum circulars	Hard copy – contact Headteacher’s PA 01474 534718	Hard copy – 10p per sheet
Disclosure logs	Hard copy – contact Headteacher’s PA 01474 534718	Hard copy – 10p per sheet
Asset register	Inspection only – contact the Finance Manager at school	Free
Any information the school is currently legally required to hold in publicly available registers	Website information: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Other information: hard copy/E-mail – contact Headteacher’s PA 01474 534718	Free Hard copy – 10p per sheet

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website information: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Other information: hard copy/E-mail – contact Headteacher’s PA 01474 534718	Free Hard copy – 10p per sheet
Out of school clubs	Website information: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Other information: hard copy/E-mail – contact Headteacher’s PA 01474 534718	Free Hard copy – 10p per sheet
School publications, leaflets, books and newsletters	Website information: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Other information: hard copy/E-mail – contact Headteacher’s PA 01474 534718	Free Hard copy – 10p per sheet
<b>Additional Information</b> Any other information that is not itemised in the lists above	Website information: <a href="http://www.stjohnscs.com">www.stjohnscs.com</a> Other information: hard copy/E-mail – contact Headteacher’s PA 01474 534718	Free Hard copy – 10p per sheet

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost 10p per sheet
	Photocopying/printing per sheet (colour)	Not applicable
	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class post