



Freedom of Information Policy

This document applies to Community and Voluntary Controlled Schools and is advisory for Foundation and Voluntary Aided Schools.

Date: September 2026
Review: September 2027

School Vision Statement - Donington

Donington Cowley Endowed Primary School provides a caring environment where everyone is respected and valued; where unity lies at the heart of our community. Our aim is to provide an enriching curriculum which evokes aspiration and inspires all children to be the best versions of themselves. Through determination, courage, excellence, pride and success, we strive to encourage children to become confident, ambitious and passionate learners; laying the foundations of knowledge, skills and understanding for life-long learning.

School Vision Statement – St Gilbert’s

As a welcoming church school, we strive to Sow Seeds and foster pride in all we do. Through an aspirational learning environment, we support our school family to Grow Together so that everyone feels value and motivated to achieve. We Reach High for success at St. Gilbert’s and beyond.

Sow Seeds: Grow Together: Reach High

‘I am the vine; you are the branches.’ (John 15:5)

Church schools serving their communities through excellence, exploration and encouragement within the love of God.

This is Horizon Schools Federation 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 which is to be published in the future. All information in our publication scheme is on our website to download and print off or is available in paper form.

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. 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 5 of this scheme. The classes of information that we undertake to make available are organised into three broad topic areas:

- **Governing Body documents** - including the School Profile
- **Pupil and Curriculum** – information about policies that relate to pupils and the school curriculum.
- **School Policies** and other information related to the school

3. 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 details are set out below or you can visit our website at www.cowley.lincs.sch.uk or [The St Gilbert of Sempringham CofE Primary School - Home](#)

Email: enquiries@cowley.lincs.sch.uk or admin@pointon.lincs.sch.uk

Contact details for Donington Cowley Endowed Primary School

Contact Address:

The Executive Headteacher,
Donington Cowley Endowed Primary School
Towndam Lane
Donington
Spalding
Lincolnshire
PE11 4TR

Tel: 01775 820467

Contact details for St Gilbert of Sempringham C of E Primary School

Contact Address:

The Executive Headteacher,
St Gilbert of Sempringham C of E Primary School
West Rd
Pointon
Sleaford
NG34 0NA

Tel: 01529240465

4. 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 5.

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

5. Information Currently Published:

- **Governing Body documents**

- Instrument of Government

- Agreed minutes of meeting of the governing body and its committees [current School Year]. Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

- **Pupil and Curriculum** – information about policies that relate to pupils and the school curriculum.

Homework Policy

Curriculum Intent

Calculation Policy

Sex & Relationships Education Policy

Special Education Needs & Disabilities Policy

Child Protection & Safeguarding Policy (for safeguarding children)

Behaviour

Anti - bullying

Teaching Learning & Assessment

Remote Education

Marking & Feedback

Administration of Medication including Supporting Pupils with Medical Conditions

First Aid

Attendance

- **School Policies and other information related to the school**

Latest Ofsted Report on the school

Charging Policy

School session times and term dates

Health and Safety Policy

Fire Policy and Procedures

Complaints

Equality Information and Objectives

The Governors have adopted all Lincolnshire County Schools Employment and Equal Opportunities Policies, which can be obtained from Lincolnshire County Council