



Freedom of Information Publication Scheme

March 2026

Information available from Phoenix Federation Schools under the model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information	How you can obtain the information	Cost
Class 1 - Who we are and what we do		
Information about us; Our structures, locations and contacts	https://ggibbons.lewisham.sch.uk https://www.oakgardens.lewisham.sch.uk/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Contact details for the practice, postal and email address. Where possible, named contacts with telephone number and email address	https://ggibbons.lewisham.sch.uk https://www.oakgardens.lewisham.sch.uk/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Executive Headteacher's contact details	https://ggibbons.lewisham.sch.uk https://www.oakgardens.lewisham.sch.uk/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Who's who in the school	https://ggibbons.lewisham.sch.uk/about-us/staff/ https://www.oakgardens.lewisham.sch.uk/about-us/staff/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)

<p>Who's who on the governing body and selection criteria for appointment</p> <p>Governing body's contact details</p>	<p>https://ggibbons.lewisham.sch.uk/about-us/governors/</p> <p>https://www.oakgardens.lewisham.sch.uk/about-us/governors/</p>	<p>Free</p>
<p>Instrument of Government / Articles of Association</p>	<p>https://ggibbons.lewisham.sch.uk/about-us/governors/</p> <p>https://www.oakgardens.lewisham.sch.uk/about-us/governors/</p>	<p>Free</p>
<p>School session times and term dates</p>	<p>https://ggibbons.lewisham.sch.uk/information-for-families/school-catering/</p> <p>https://www.oakgardens.lewisham.sch.uk/information-for-families/term-dates/</p>	<p>Free</p>
<p>Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.</p>		
<p>Annual budget and financial statements</p>	<p>Hard copy: available upon request - contact school</p>	<p>5p per page (hard copy)</p>
<p>Capital funding</p>	<p>Hard copy: available upon request - contact school</p>	<p>5p per page (hard copy)</p>
<p>Financial Audits reports</p>	<p>Hard copy: available upon request - contact school</p>	<p>5p per page (hard copy)</p>
<p>Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)</p>	<p>Hard copy: available upon request - contact school</p>	<p>5p per page (hard copy)</p>

Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy: available upon request - contact school	5p per page (hard copy)
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available upon request - contact school	5p per page (hard copy)
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: available upon request - contact school	5p per page (hard copy)
Procurement and contracts we have entered into	Hard copy: available upon request - contact school	5p per page (hard copy)
Details of any premiums we receive such as Pupil premium and Sports Premium.	https://ggibbons.lewisham.sch.uk/about-us/pupil-premium/ https://www.oakgardens.lewisham.sch.uk/about-us/pupil-premium/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.		
Annual Report	Hard copy: available upon request - contact school	
Latest reports from regulator (Ofsted) - Summary - Full report - Post-inspection action plan	https://reports.ofsted.gov.uk/provider/21/100685 https://reports.ofsted.gov.uk/provider/21/100695	Free

	Hard copy: available upon request - contact school	5p per page (hard copy)
Exam and assessment results Performance tables	https://www.compare-school-performance.service.gov.uk/school/100685/grinling-gibbons-primary-school https://www.compare-school-performance.service.gov.uk/school/100695/oak-gardens-primary-school Hard copy: available upon request - contact school	Free 5p per page (hard copy)
The school's future plans. For example, proposals for and any consultation on the future of our school, such as a change in status.	Hard copy: available upon request - contact school	5p per page (hard copy)
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Hard copy: available upon request - contact school	5p per page (hard copy)
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy: available upon request - contact school	5p per page (hard copy)
Class 4 – How we make decisions		

Decision making processes and records of decisions. Current and previous three years as a minimum.		
Admissions policy	https://ggibbons.lewisham.sch.uk/about-us/policies-and-protocols/ https://www.oakgardens.lewisham.sch.uk/about-us/policies-and-protocols/	Free
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	https://ggibbons.lewisham.sch.uk/about-us/governors/ https://www.oakgardens.lewisham.sch.uk/about-us/governors/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
School policies and other documents, such as behaviour policy, anti-bullying policy, e-Safety, values and ethos etc.	https://ggibbons.lewisham.sch.uk/about-us/policies-and-protocols/ https://www.oakgardens.lewisham.sch.uk/about-us/policies-and-protocols/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Safeguarding and child protection, including protecting children's personal data	https://ggibbons.lewisham.sch.uk/about-us/policies-and-protocols/ https://www.oakgardens.lewisham.sch.uk/about-us/policies-and-protocols/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Equality and Diversity statement	https://ggibbons.lewisham.sch.uk/about-us/policies-and-protocols/ https://www.oakgardens.lewisham.sch.uk/about-us/policies-and-protocols/	Free

	Hard copy: available upon request - contact school	5p per page (hard copy)
Policies and procedures relating to recruitment and human resources	https://ggibbons.lewisham.sch.uk/about-us/policies-and-protocols/ https://www.oakgardens.lewisham.sch.uk/about-us/policies-and-protocols/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Special educational needs	https://ggibbons.lewisham.sch.uk/information-for-families/send/ https://www.oakgardens.lewisham.sch.uk/information-for-families/send/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	https://ggibbons.lewisham.sch.uk/about-us/policies-and-protocols/ https://www.oakgardens.lewisham.sch.uk/about-us/policies-and-protocols/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Pay Policy	https://ggibbons.lewisham.sch.uk/about-us/policies-and-protocols/ https://www.oakgardens.lewisham.sch.uk/about-us/policies-and-protocols/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Records management (Information security policies • Records retention, destruction and archive policies)	https://ggibbons.lewisham.sch.uk/about-us/policies-and-protocols/ https://www.oakgardens.lewisham.sch.uk/about-us/policies-and-protocols/	Free

Data protection (including information sharing and CCTV usage policies)	Hard copy: available upon request - contact school	5p per page (hard copy)
Charging regimes and policies	https://ggibbons.lewisham.sch.uk/about-us/policies-and-protocols/ https://www.oakgardens.lewisham.sch.uk/about-us/policies-and-protocols/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	https://ggibbons.lewisham.sch.uk/news-and-events/newsletters/ https://www.oakgardens.lewisham.sch.uk/news-and-events/newsletters/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Inspection only - contact school	Free
Disclosure logs, ie information provided in response to FOIA/EIR requests	Inspection only - contact school	Free
Asset register and Information Asset register	Inspection only - contact school	Free

Any information we are currently legally required to hold in publicly available registers	Inspection only - contact school	Free
Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Extra-curricular activities	https://ggibbons.lewisham.sch.uk/curriculum/extra-curricular-activities/ https://www.oakgardens.lewisham.sch.uk/curriculum/extra-curricular-activities/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Out of school clubs	https://ggibbons.lewisham.sch.uk/news-and-events/newsletters/ https://www.oakgardens.lewisham.sch.uk/news-and-events/newsletters/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Services for which we are entitled to recover a fee, together with those fees	https://ggibbons.lewisham.sch.uk/about-us/policies-and-protocols/ https://www.oakgardens.lewisham.sch.uk/about-us/policies-and-protocols/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
Requests for paper copies of information	Contact school	5p per page (hard copy)

Our publications, leaflets, books and newsletters	https://ggibbons.lewisham.sch.uk/news-and-events/newsletters/ https://www.oakgardens.lewisham.sch.uk/news-and-events/newsletters/ Hard copy: available upon request - contact school	Free 5p per page (hard copy)
---	--	---

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred