

Last review: November 2025
Review date: January 2026
Signed: PN/PH
Approval Committee: Governing Body



SCHOOL INFORMATION POLICY

Gillingham School

Hardings Lane, Gillingham

Dorset, SP8 4QP

Review cycle: this policy will be reviewed annually by the Headteacher according to guidance from the Department for Education.

Responsibility for verification of accuracy of information published on the website under this policy is delegated to the Headteacher.

The Department of Education stipulates that the following information will be published on the school website and gives guidance on content and context of the information.

The 'responsible person' is the person responsible for making sure the content is on the website, deciding on the content of the information and forwarding it to the Web Administration Officer to update the website.

Information	Responsible person
School contact details	Headteacher
Values and ethos	Headteacher
Curriculum	DHT Mark Lavis
School uniform	AHT Mel Marshall
Remote education	DHT Sarah Turnbull
Pupil premium and recovery programme	DHT Sarah Turnbull
Ofsted reports	Headteacher
Test, examination and assessment results	AHT Peter Alborough
Governors' information and duties	Clerk to Governors
Financial information	Michelle Clayton Finance Officer
Requests for paper copies	Natalie Cross AHT
Admission arrangements (statutory policy)	Headteacher
Behaviour policy (statutory policy)	Mel Marshall AHT
Public sector equality duty (statutory policy)	Headteacher
Special education needs and disability information (statutory policy)	DHT Sarah Turnbull
Careers programme information (statutory policy)	DHT Mark Lavis
Charging and remissions (statutory policy)	Headteacher
Complaints procedure (statutory policy)	Headteacher

Pam Henderson
10 January 2025