

**Christ Church CE School
Freedom of Information Act
Publication Scheme
Spring 2016**



Christ Church
CE Primary School
Regents Park
NW1 4BD

Christ Church C of E Primary School
Freedom of Information Act Publication Scheme

Mission Statement

The Christian Faith is at the heart of our school community. At Christ Church we care for each other and learn together.

Christ Church is a small, caring school which is committed to a broad, balanced curriculum and to a continual raising of standards. We aim to contribute to the spiritual, moral, cultural, mental and physical needs of every individual.

We are a Church of England school, with a strong commitment to the teaching of Christianity whilst supporting a multi-faith approach to the curriculum. We recognise, value and celebrate the rich cultural diversity that exists in our school.

The Christian ethos of the school is reflected in our positive, disciplined and calm atmosphere. We believe that effective learning takes place when children work in a purposeful and stimulating environment that supports a wide range of learning styles. Mutual respect between adults and children promotes excellent behaviour and well developed social skills. With this approach we seek to achieve high academic standards.

We aim to cater for each individual, taking particular account of any specific needs or abilities. We endeavour to ensure that all our children fulfil their potential and, within this context, we emphasise health and safety, enjoyment and achievement and the beginnings of responsibility for themselves and others. These skills will be carried forward to the next phase of education and throughout life.

The whole school community is committed to a collective responsibility for the implementation of the values inherent in this statement.

Our School Aims - Every Child Matters

The Ethos of the School

The school aims to provide a positive, disciplined, purposeful environment, within a Christian context. We aim to teach children to be caring, to exhibit good behaviour and appropriate social skills and to begin to take responsibility for themselves and others.

The Values of the School

The School aims to value every child and to contribute to the Spiritual, Moral, Cultural, Mental and Physical well being of our whole school community. We value the diversity of our community and we aim to promote the health and safety of everyone.

The Standards of the School

The School aims to teach a balanced Curriculum and to ensure that each child fulfils his or her potential. We aim to provide teaching and learning of a high standard. We believe that this is achieved when pupils are highly motivated, enjoy coming to school, and are appropriately challenged.

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Freedom of Information Act Publication Scheme

The Model Publication Scheme commits Christ Church School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the School.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within our capability, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

To make a request please write to:

The Chair of Governors
Christ Church Primary School
Redhill Street
Camden
London
NW1 4BD

admin@cchurchnw1.camden.sch.uk

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Where the scheme indicates the school's website as the source of information, this relates to: www.cchurchnw1.camden.sch.uk

For more information relating to photocopying and postage costs, please see 'Schedule of charges' at the end of the document.

Information to be published	How the information can be obtained	Cost
<u>Who we are and what we do</u>	Hard copy and/or website	Specify / charging schedule
Who's who in the school / Location and contact information	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Website	Free
School prospectus (if any)	Website	Free
Annual Report (if any)	Hard copy on request	Photocopying/postage
Staffing structure	Website	Free
School session times and term dates	Website	Free

Information to be published	How the information can be obtained	Cost
<u>What we spend and how we spend it</u>	Hard copy and/or website	Specify / charging schedule

Annual budget plan and financial statements		
Capital funding	Hard copy on request	Photocopying/postage
Financial audit reports	Hard copy on request	Photocopying/postage
Details on expenditure of items over £5000 Published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy on request	Photocopying/postage
Procurement and contracts Details of procedures used for the acquisition of goods and services Detail of contracts that have gone through a formal tendering process Possibly information relating to / a link to information held by an organisation which has done so on its behalf (for example a local authority or diocese).	Hard copy on request	Photocopying/postage
Pay policy	Website	Free
Staff allowances and expenses Details of the allowances and expenses that <u>can</u> be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (Senior Leadership Team or equivalent whose basic annual salary is at least £60,000 per annum) by reference to categories.	Hard copy on request	Photocopying/postage
Staff pay and grading structure As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy on request	Photocopying/postage
Governors' allowances Allowances and that <u>can</u> be incurred or claimed and a record of total payments made to individual governors.	Hard copy on request	Photocopying/postage

Information to be published	How the information can be obtained	Cost
<p><u>What our priorities are and how we are doing</u> <i>Strategies and plans, performance indicators, audits, inspections and reviews</i></p>	Hard copy and/or website	Specify / charging schedule
<p>School profile (if any) <i>Performance data supplied to the government or a direct link to the data.</i> <i>The latest Ofsted report - Summary / Direct link to report on Ofsted website</i> <i>The latest Ofsted report - Full / Direct link to report on Ofsted website</i> <i>Post inspection action plan</i></p>	Website	Free
<p>Performance management policy and procedures adopted by the governing body</p>	Website	Free
<p>Schools future plans Proposals for and any consultation on the future of the school, such as change in status, plans to federate.</p>	Hard copy on request	Photocopying/postage
<p>Safeguarding and child protection The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding.</p>	Website	Free

Information to be published	How the information can be obtained	Cost
<p><u>How we make decisions</u> Decision making processes and records of decisions</p>	Hard copy and/or website	Specify / charging schedule
<p>Admissions policy / decisions</p>	Website	Free

The school's admission arrangements and procedures, together with information about the right of appeal.		
Minutes of meetings of the governing body and its committees Excluding information that is properly considered private to the meeting.	Hard copy on request	Photocopying/postage

Information to be published	How the information can be obtained	Cost
<u>Our policies and procedures</u> Current written protocols, policies and procedures for delivering school services and responsibilities	Hard copy and/or website	Specify / charging schedule
School policies	Website	Free
Pupil and curriculum policies	Website	Free
Records management and personal data policies	Meet with Headteacher to discuss request	
Equality and diversity (including equal opportunities) policies	Website	Free
Policies and procedures for the recruitment of staff	Hard copy on request	Photocopying/postage
Charging regimes and policies	Website	Free

Information to be published	How the information can be obtained	Cost
<u>Lists and Registers</u>	Hard copy and/or website (some information in this	Specify / charging schedule

	class may only be available by inspection)	
Curriculum circulars and statutory instruments	Meet with Headteacher to discuss request	
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers This does not include the attendance register.		

Information to be published	How the information can be obtained	Cost
<u>The services we offer</u>	Hard copy and/or website	Specify / charging schedule
Extra-curricular activities	Website/home communications	Free
Out of school clubs	Website/home communications	Free
Services for which the school is entitled to recover a fee, together with those fees	Website/home communications	Free
School publications, leaflets books and newsletters	Website/home communications	Free

Schedule of Charges

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our website can be accessed free of charge. If hard copies of documents available on the website are required, they will be subject to the photocopying and postage charges detailed below. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as photocopying, postage & packaging and the costs directly incurred as a result of viewing information

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @5p per sheet (black & white)	Actual cost
	Photocopying/printing @10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute if applicable)
Other		

* The actual cost incurred by the school.