



## Freedom of Information Act Publication Scheme

### **Christ Church CE Primary School's Publication Scheme under the Freedom of Information Act**

#### **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

### **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

This Publication Scheme is a means of showing how we are pursuing these aims.

Information to be published	How the information can be obtained	Cost
<p><b><u>Who we are and what we do</u></b>  <b>Organisational information, structures, locations and contacts.</b></p>	<p>School organisation - school website.  School location, e-mail address and telephone number - school website.</p>	<p>Nil.</p>
<p><b>Who's who in the school / Location and contact information.</b>  <i>The address, telephone number and website for the school together with the names / contact details of key personnel including Head teacher.</i></p>	<p>School address, website, e-mail address and telephone number - Camden LEA or LDBS.</p>	<p>Nil.</p>
<p><b>Staffing structure.</b></p>	<p>Organisation charts - school office/school website</p>	<p>Printing/photocopying and postage.</p>
<p><b>Who's who on the governing body and the basis of their appointment.</b></p>	<p>Governor's names plus type of governor- school website.  Governor's contact details and basis of appointment- school office.</p>	<p>Nil.   Printing/photocopying and postage.</p>
<p><b>Instrument of Government.</b></p>	<p>School office.</p>	<p>Printing/photocopying and postage.</p>
<p><b>School prospectus.</b></p>	<p>School website.</p>	<p>Nil.</p>

<b>School session times and term dates.</b> <i>Details of school session times and dates of school terms and holidays.</i>	School website.	Nil.
<b><u>What we spend and how we spend it</u></b> <b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</b>	School office.	Printing/photocopying and postage.
<b>Annual budget plan and financial statements.</b>	School office.	Printing/photocopying and postage.
<b>Capitalised funding.</b>	School office.	Printing/photocopying and postage.
<b>Additional funding.</b>	School office.	Printing/photocopying and postage.
<b>Procurement and projects.</b>	School office.	Printing/photocopying and postage.
<b>Pay policy.</b>	School office.	Printing/photocopying and postage.
<b>Staffing and grading structure.</b>	School office.	Printing/photocopying and postage.
<b>Governors' allowances.</b> <i>Details of allowances and expenses that can be claimed or incurred.</i>	School office.	Printing/photocopying and postage.
<b><u>What our priorities are and how we are doing</u></b> <b>Strategies and plans, performance indicators, audits, inspections and reviews.</b>	Strategies and plans, performance indicators and audits - school office/ website Inspections and reviews - Ofsted website.	Printing/photocopying and postage.  Nil.
<b>School profile.</b> <ul style="list-style-type: none"> <li>• <i>Government supplied performance data.</i></li> <li>• <i>Summary of the latest Ofsted report (Full Ofsted report should also be available).</i></li> </ul>	DfES and Ofsted websites.	Nil.

<b>Performance management policy and procedures adopted by the governing body.</b>	School office.	Printing/photocopying and postage.
<b>Schools future plans.</b> <i>Any major proposals for the future of the school involving, for example, consultation or a change in school status.</i>	School office.	Printing/photocopying and postage.
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Every Child Matters / Child protection policies and procedures.</b>	Safeguarding and Child Protection policy - school website.	Nil.
<b><u>How we make decisions</u></b> <b>Decision making processes and records of decisions.</b> <i>Current and previous three years as a minimum. This will need to be monitored / maintained.</i>	School office.	Printing/photocopying and postage.
<b>Admissions policy / decisions.</b> <i>The school's admission arrangements and procedures, together with information about the right of appeal.</i>	School website, LA website.	Nil.
<b>Minutes of meetings of the Governing body and its sub committees.</b>	School office.	Printing/photocopying and postage.

Information to be published	How the information can be obtained	Cost
<p><b><u>Our policies and procedures</u></b>  <b>Current written protocols, policies and procedures for delivering our services and responsibilities.</b>  <i>Current information only.</i></p>	School website.	Nil.
<p><b>School policies.</b></p>	School website.	Nil.
<p><b>Pupil and curriculum policies.</b>  <i>This will include:</i></p> <ul style="list-style-type: none"> <li>• <i>Home-school agreement;</i></li> <li>• <i>Curriculum overviews;</i></li> <li>• <i>Relationships and Sex Education Policy;</i></li> <li>• <i>Special Educational Needs Policy;</i></li> <li>• <i>Accessibility Plan;</i></li> <li>• <i>Equality Policy;</i></li> <li>• <i>Collective Worship Policy;</i></li> <li>• <i>Behaviour Policy.</i></li> </ul>	School website and/or school office.	Printing/photocopying and postage.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Records management and personal data policies.</b>	School office and/or school website.	Printing/photocopying and postage.
<b>Equality and diversity (including equal opportunities) policies.</b>	School website.	Nil.
<b>Policies and procedures for the recruitment of staff.</b>	School office.	Nil.
<b>Charging regimes and policies.</b>	School office and/or school website.	Printing/photocopying and postage.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b><u>Lists and Registers</u></b>	School office.	Printing/photocopying and postage.
<b>Curriculum circulars and statutory instruments.</b>	School office.	Printing/photocopying and postage.
<b>Asset register.</b>	School office.	Printing/photocopying and postage.
<b>Any information the school is currently legally required to hold in publicly available registers.</b> <i>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER.</i>	School office.	Printing/photocopying and postage.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<u><b>The services we offer</b></u> <b>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</b>	School office and/or school website.	Printing/photocopying and postage.
<u><b>Additional Information</b></u> <b>This will provide schools with the opportunity to publish information that is not itemised in the lists above.</b>	School office.	Printing/photocopying and postage.

### **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 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 & packaging and the costs directly incurred as a result of viewing information.



<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @0.44p per sheet (black & white).	Actual cost.*
	Photocopying/printing @3.9p per sheet (colour).	Actual cost.*
	Postage.	Actual cost of Royal Mail standard 2 <sup>nd</sup> class.
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute if applicable).
<b>Other</b>		

\* the actual cost incurred by the public authority.