

# Freedom of Information

## Guide to information available from Christ Church CE Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy/website/parent notice board)	
Who's who in the school	Website/parent notice board	Free
Who's who on the governing body and the basis of their appointment	Website/parent notice board	Free
Instrument of Government	Hard copy	5p per sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Free
School prospectus	Hard Copy	Free
Staffing structure	Website	Free
School session times and term dates	Website/parent notice board/newsletters	Free

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<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy	5p per sheet
Capitalised funding	Hard Copy	5p per sheet
Additional funding	Hard Copy	5p per sheet
Procurement and projects	Hard Copy	5p per sheet
Pay policy	Hard Copy	5p per sheet
Staffing and grading structure	Hard Copy	5p per sheet
Governors' allowances	Hard Copy	5p per sheet
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website education.gov.uk	Free
Performance management policy and procedures adopted by the governing body.	Hard copy	5p per sheet
Schools future plans	Hardcopy when required	5p per sheet

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Every Child Matters – policies and procedures	Hardcopy	5p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Website/hard copy	Free/5p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	5p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	5p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> </ul>	Hard copy	5p per sheet

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<ul style="list-style-type: none"> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	Website	5p per sheet
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard copy	5p per sheet
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	N/A	

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy	5p per sheet
Disclosure logs	By inspection	Free
Asset register	Hard Copy	5p per sheet
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Hard Copy	5p per sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications	Hard Copy	Free
Services for which the school is entitled to recover a fee, together with those fees	N/A	
Leaflets books and newsletters	Website/Hard copy	Free
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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Contact details: Christ Church CE Primary School  
Claremont Road  
Sparkbrook  
Birmingham  
B11 1LF

### 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
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage 66p	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)
<b>Other</b>		

\* the actual cost incurred by the public authority

Approved Governing Body Dec 2020