

# Christ Church (Brondesbury) CE Primary School

## Freedom of Information – Guide to information available from the School



<b>Date Approved</b>	<b>May 2025</b>
<b>Date of next review</b>	<b>Summer 2026</b>
<b>Signature</b>	

# Christ Church (Brondesbury) CE Primary School

## School Vision

Christ Church (Brondesbury) CE Primary School is a vibrant, welcoming and inclusive school at the centre of our diverse local community. We are perceived as a “family” by all who know us.

As a Christian school, we encourage everyone to be their best and to grow in God's creation. We provide a supportive, safe, respectful and reflective environment in which all flourish irrespective of their culture and belief.

We provide the highest standard of learning for all of our community and encourage them to pursue aspirational goals.

The school's vision is deeply rooted within the scripture passage:

### **2 Corinthians 8:7**

*“But as you excel in everything—in faith, in speech, in knowledge, and in all eagerness and in the love from us that is in you—make sure that you excel in this act of kindness too.”*

Our vision is embedded within the Christian values of:

**Compassion, Respect, Friendship, Forgiveness, Perseverance, Wisdom.**

Our vision is expressed by all as “**Going for GOLD with faith**”.

This is explained and explored below:

Vision	Demonstrated as
<b>G</b> ive learning your best	<ul style="list-style-type: none"><li>• Try your best at everything</li><li>• Follow the “give me five” rules</li></ul>
<b>O</b> wn your choices	<ul style="list-style-type: none"><li>• Be respectful and polite</li><li>• Be honest and take responsibility for your words and actions</li></ul>
<b>L</b> ove yourself, as God loves you	<ul style="list-style-type: none"><li>• Love yourself, for you are special</li><li>• Love your neighbours with all your heart</li></ul>
<b>D</b> ream big, work hard and pray	<ul style="list-style-type: none"><li>• Aim high</li><li>• Always be ready to learn</li><li>• With prayer, everything is possible</li></ul>

This policy reflects and supports our school vision in that through our Freedom of Information procedures at Christ Church we strive to “...be a welcoming and inclusive school” which provides a “supportive, safe, respectful...” environment. This is echoed in our Bible passage as we excel in our love and in our Going for GOLD with faith as we love ourselves and others as God loves us..

## **Introduction**

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model, with effect from 1 January 2009. The model commits a public authority to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'

This policy outlines how the school follows this given model.

<b>Information to be published. This includes datasets where applicable</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	School website: <a href="http://www.cchurch.brent.sch.uk/whos-who/">www.cchurch.brent.sch.uk/whos-who/</a> Hard copy from school office	15p
Who's who on the governing body / board of governors and the basis of their appointment	School website: <a href="http://www.cchurch.brent.sch.uk/our-governors/">www.cchurch.brent.sch.uk/our-governors/</a> Hard copy from school office	60p
Instrument of Government / Articles of Association	School website: <a href="http://www.cchurch.brent.sch.uk/our-governors/">www.cchurch.brent.sch.uk/our-governors/</a> Hard copy from school office	30p
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Contact form on the school website: <a href="http://www.cchurch.brent.sch.uk/contact-us">www.cchurch.brent.sch.uk/contact-us</a>	15p
School prospectus (if any)	n/a	
Annual Report (if any)	n/a	
Staffing structure	School website: <a href="http://www.cchurch.brent.sch.uk/whos-who/">www.cchurch.brent.sch.uk/whos-who/</a> Hard copy from school office	15p
School session times and term dates	School website: <a href="http://www.cchurch.brent.sch.uk/the-school-day">www.cchurch.brent.sch.uk/the-school-day</a> Hard copy from school office	15p

Address of school and contact details, including email address.	Contact form on the school website: <a href="http://www.cchurch.brent.sch.uk/contact-us">www.cchurch.brent.sch.uk/contact-us</a>	15p
<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)		
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Contact the School Business Manager (Mrs J Carrington) at the school office.	@cost
Capital funding	Contact the School Business Manager (Mrs J Carrington) at the school office.	@cost
Financial audit reports	Contact the School Business Manager (Mrs J Carrington) at the school office.	@cost
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact the School Business Manager (Mrs J Carrington) at the school office.	@cost
Procurement and contracts the school has entered into, or 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).	Contact the School Business Manager (Mrs J Carrington) at the school office.	@cost
Pay policy	Contact the School Business Manager (Mrs J Carrington) at the school office.	@cost
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Contact the School Business Manager (Mrs J Carrington) at the school office.	@cost
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent	Contact the School Business Manager (Mrs J Carrington) at the school office.	@cost

as above) in bands of £10,000; for more junior posts, by salary range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Contact the School Business Manager (Mrs J Carrington) at the school office.	@cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum		
School profile (if any)  And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Contact the School Business Manager (Mrs J Carrington) at the school office.  School website: <a href="http://www.cchurch.brent.sch.uk/reportable-data/">www.cchurch.brent.sch.uk/reportable-data/</a>  School website: <a href="http://www.cchurch.brent.sch.uk/ofsted-reports/">www.cchurch.brent.sch.uk/ofsted-reports/</a>  Hard copies from the school office	15p  60p
Performance management policy and procedures adopted by the governing body.	Contact the School Business Manager (Mrs J Carrington) at the school office.	£1.65
Performance data or a direct link to it	School website: <a href="http://www.cchurch.brent.sch.uk/reportable-data/">www.cchurch.brent.sch.uk/reportable-data/</a>  Hard copy from the school office	15p
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	n/a	
Safeguarding and child protection	<a href="http://www.cchurch.brent.sch.uk/policies/">www.cchurch.brent.sch.uk/policies/</a>  Hard copy from the school office	£3.50

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	<a href="http://www.cchurch.brent.sch.uk/admissions/">www.cchurch.brent.sch.uk/admissions/</a>  Hard copy from the school office	45p
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	<a href="http://www.cchurch.brent.sch.uk/our-governors/">www.cchurch.brent.sch.uk/our-governors/</a>  Hard copy from the school office	@cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Records management and personal data policies, including: <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>	<a href="http://www.cchurch.brent.sch.uk/policies/">www.cchurch.brent.sch.uk/policies/</a>  Hard copy from the school office	£1.05
Charging regimes and policies. <ul style="list-style-type: none"> <li>• Christ Church Charging &amp; Remissions Policy</li> </ul>	<a href="http://www.cchurch.brent.sch.uk/policies/">www.cchurch.brent.sch.uk/policies/</a>  Hard copy from the school office	60p
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	n/a	
Disclosure logs	n/a	
Asset register	Contact the School Business Manager (Mrs J Carrington) at the school office.	@cost

Any information the school is currently legally required to hold in publicly available registers	Contact the School Business Manager (Mrs J Carrington) at the school office.	@cost
<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)		
Extra-curricular activities	n/a	
Out of school clubs	School website: <a href="http://www.cchurch.brent.sch.uk/after-school-clubs/">www.cchurch.brent.sch.uk/after-school-clubs/</a>  Flyer can be obtained at the school office.	Free
Services for which the school is entitled to recover a fee, together with those fees <ul style="list-style-type: none"> <li>Christ Church Charging &amp; Remissions Policy</li> </ul>	School website: <a href="http://www.cchurch.brent.sch.uk/policies/">www.cchurch.brent.sch.uk/policies/</a>	60p
School publications, leaflets, books and newsletters	School website: <a href="http://www.cchurch.brent.sch.uk/stream/newsletters/full/1/-//">www.cchurch.brent.sch.uk/stream/newsletters/full/1/-//</a>	30p
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
n/a		

### Information not covered by the above scheme

Information held by the school which 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. Written requests should be addressed to The Headteacher c/o the School Office.

## Schedule of Charges

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ ..p per sheet (black & white)	<21 copies = 15p 21 copies+ = 10p
	Photocopying/printing @ ..p per sheet (colour)	<21 copies = 30p 21 copies+ = 20p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation *
<b>Other</b>		

\* the actual cost incurred by the public authority