

Christ Church (Brondesbury) CE Primary School

Freedom of Information – Guide to information available from the School



Date Approved	April 2026
Date of next review	Summer 2027
Signature	

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

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..

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

Below is the guide to information available from Christ Church (Brondesbury) C of E Primary School under the model publication scheme prepared and approved by the Information Commissioner's Office (ICO).

The scheme commits an authority:

- 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 authority 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act.

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	School website: www.cchurch.brent.sch.uk/whos-who/ Hard copy from school office	15p
Who's who on the governing body / board of governors and the basis of their	School website: www.cchurch.brent.sch.uk/our-governors/ Hard copy from school office	60p

appointment		
Instrument of Government / Articles of Association	School website: www.cchurch.brent.sch.uk/our-governors/ 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: www.cchurch.brent.sch.uk/contact-us	15p
School prospectus (if any)	n/a	
Annual Report (if any)	n/a	
Staffing structure	School website: www.cchurch.brent.sch.uk/whos-who/ Hard copy from school office	15p
School session times and term dates	School website: www.cchurch.brent.sch.uk/the-school-day Hard copy from school office	15p
Address of school and contact details, including email address.	Contact form on the school website: www.cchurch.brent.sch.uk/contact-us	15p
Class 2 – What we spend and how we spend it (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. School's financial benchmarking service from Department of Education (DfE): https://financial-benchmarking-and-insights-tool.education.gov.uk/school/101533	@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 as above) in bands of £10,000; for more junior posts, by salary range.	Contact the School Business Manager (Mrs J Carrington) at the school office.	@cost
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
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
School profile (if any) And in all cases: <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data 	Contact the School Business Manager (Mrs J Carrington) at the school office. School website: www.cchurch.brent.sch.uk/reportable-data/ School website: www.cchurch.brent.sch.uk/ofsted-reports/ Hard copies from the school office	15p 60p

<ul style="list-style-type: none"> • The latest Ofsted - Summary - Full report • Post-inspection action plan 		
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: www.cchurch.brent.sch.uk/reportable-data/ 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	www.cchurch.brent.sch.uk/policies/ Hard copy from the school office	£3.50
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions) – where applicable	www.cchurch.brent.sch.uk/admissions/ Hard copy from the school office	45p
Agendas and minutes of meetings of the governing body and its	www.cchurch.brent.sch.uk/our-governors/ Hard copy from the school office	@cost

committees. (NB this will exclude information that is properly regarded as private to the meetings).		
Class 5 – Our policies and procedures (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"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	www.cchurch.brent.sch.uk/policies/ Hard copy from the school office	£1.05
Charging regimes and policies. <ul style="list-style-type: none"> • Christ Church Charging & Remissions Policy 	www.cchurch.brent.sch.uk/policies/ Hard copy from the school office	60p
Class 6 – Lists and Registers 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
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Contact the School Business Manager (Mrs J Carrington) at the school office.	
Class 7 – The services we offer (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: www.cchurch.brent.sch.uk/after-school-clubs/ 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"> Christ Church Charging & Remissions Policy 	School website: www.cchurch.brent.sch.uk/policies/	60p
School publications, leaflets, books and newsletters	School website: www.cchurch.brent.sch.uk/stream/newsletters/full/1/-//	30p
Additional Information This will provide schools with the opportunity to publish	Pupil Premium: https://www.cchurch.brent.sch.uk/page/?title=Pupil+Premium&pid=32	free

information that is not itemised in the lists above		
n/a	P.E. & Sports Premium: https://www.cchurch.brent.sch.uk/page/?title=PE+and+Sports+Funding&pid=33	free

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.

Guide to information available from SCHOOL under the model publication scheme

REQUESTING INFORMATION

The school aims to put as much information as possible online so, if you are looking for information, in the first instance please consult the school website:

www.cchurch.brent.sch.uk

If you require a paper version of any of the documents within the scheme, please contact the school by email, telephone, or letter.

If the information you are looking for is not available via the scheme and is not on our website, please contact the school office to assess whether it is available.

Contact details:

Email: admin@cchurch.brent.sch.uk

Tel: 0207 624 4967

Address: Christ Church (Brondesbury) C of E Primary School, Clarence Road, London, NW6 7TE

Schedule of Charges

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

Information published on our website is free, although you may incur costs from your Internet service provider (ISP). If you do not have Internet access, you can access our website using a local library or an Internet café.

If you require a paper copy of the information on our website, we will provide this at a cost of £0.15 per sheet for black and white copies. Colour copying costs are considerably more expensive so please contact the office for a specific price. The cost of copying is based on the cost per sheet and machine rental prices from our provider plus the cost of paper. The cost of any postage will be recharged at cost.

The Act recognises that freedom of information requests should not be the only demand on the resources of a public authority. They should not be allowed to cause a drain the school's time, energy and finances to the extent that they negatively affect normal public functions.

Currently, the cost limit for complying with a request or a linked series of requests from the same person or group is £450, the school reserves the right to refuse a request if we estimate that the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.

When estimating the cost of compliance, we take into account the cost of the following activities:

- determining whether we hold the information;
- finding the requested information, or records containing the information;
- retrieving the information or records; and
- extracting the requested information from records.

We rate staff time at £25 per person per hour, regardless of who does the work, including external contractors. This means a limit of 18 staff hours.

If Section 12 (cost limit) of the Act could apply, we will confirm this in writing. In addition, we will say whether we hold the information and give the requester the option to either.

- Refine (change or narrow) their request. by explaining why, the limit would be exceeded and what information, if any, may be available within the limits.
- Choose to meet the cost of compliance (the costs allowed in calculating whether the appropriate limit is exceeded); plus, the communication costs and £25 an hour for staff time taken for printing, copying or sending the information.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	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 nd class
Statutory Fee		In accordance with the relevant legislation *
Other		

* the actual cost incurred by the public authority

COMPLAINTS:

If you are not satisfied with the assistance that you get, please raise this with the school in the first instance via way to raise a complaint.

This complaint may be assessed by our independent Data Protection Officer, Jay Makwana (jay.makwana@london.anglican.org or 020 3837 5073) with a final response provided within 30 days.

If you are unhappy with the school's final response you can refer the matter to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF