

Freedom of Information

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

Information to be published	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	Website Paper copy on request	Free 2p per sheet
Who's who in the school	Website Paper copy on request	Free 2p per sheet
Who's who on the governing body and the basis of their appointment	Website Paper copy on request	Free 2p per sheet
Instrument of Government	Paper copy on request	2p 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 Paper copy on request	Free 2p per sheet

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School prospectus	Website Paper copy on request	Free Free to prospective parents/new parents; Photocopy available on request for existing parents at 2p per sheet
Annual Report	Website Paper copy sent to all families Paper copy on request	Free Free 2p per sheet
Staffing structure	Website	Free

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	Paper copy on request	2p per sheet
School session times and term dates	Website	Free
	Paper copy sent to all families	Free
	Paper copy on request	2p per sheet
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	(hard copy and/or website)	
Annual budget plan and financial statements	Governor’s meeting minutes and Governor’s reports	Free, on request to a maximum of one copy per family; All other requests:

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		2p per sheet
Capitalised funding	Governor's meeting minutes and Governor's reports	Free, on request to a maximum of one copy per family; All other requests: 2p per sheet
Additional funding	Governor's meeting minutes and Governor's reports	Free, on request to a maximum of one copy per family; All other requests: 2p per sheet

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Procurement and projects	Governor's meeting minutes and Governor's reports	Free, on request to a maximum of one copy per family; All other requests: 2p per sheet
Pay policy	Paper copy available on request	Free, on request to a maximum of one copy per family; All other requests: 2p per sheet
Staffing and grading structure	Governor's meeting minutes and Governor's	Free, on request

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	reports	to a maximum of one copy per family; All other requests: 2p per sheet
Governors' allowances	Governor's meeting minutes and Governor's reports	Free, on request to a maximum of one copy per family; All other requests: 2p per sheet

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<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>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Paper copy provided for all families</p> <p>Website</p> <p>Further copies on request</p>	<p>Free</p> <p>Free</p> <p>2p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	School policy	Free, on request to a maximum of one copy per

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		family; All other requests: 2p per sheet
Schools future plans	School Development Plan	Free, on request to a maximum of one copy per family; All other requests: 2p per sheet
Every Child Matters – policies and procedures	Some policies available on website Others available as paper copy upon request	Free Free, on request to a maximum of one

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		copy per family; All other requests: 2p per sheet
Class 4 – How we make decisions (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	Free

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	Paper copy on request	2p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Paper copy on request	First copy free to all families upon request; subsequent copies 2p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Paper copy on request	First copy free to all families upon request; subsequent copies

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		2p per sheet
Class 5 – Our policies and procedures (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">• Charging and remissions policy	Some available on Website	Free

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<ul style="list-style-type: none"> • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Paper copy on request	First copy free to all families; subsequent copies 2p per sheet
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Some available on Website</p> <p>Paper copy on request</p>	<p>Free</p> <p>First copy free to all families; subsequent copies 2p per sheet</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Paper copy on request	First copy free to all

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		families; subsequent copies 2p per sheet
Charging regimes and policies. 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.	Website Paper copy on request	Free 2p per sheet

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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Paper copies available on request	First copy free to all families; subsequent copies 2p per sheet
Disclosure logs	Paper copies available on request	First copy free to all families; subsequent copies 2p per sheet
Asset register	Paper copies available on request	First copy

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		free to all families; subsequent copies 2p per sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Paper copies available on request	First copy free to all families; subsequent copies 2p per sheet

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	<p>Website</p> <p>Paper copy sent to all families</p> <p>Paper copy on request</p>	<p>Free</p> <p>Free</p> <p>2p per sheet</p>
Out of school clubs	<p>Website</p> <p>Details in school office</p>	<p>Free</p> <p>Free</p>
School publications	Website	Free

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	Paper copy sent to all families	Free
	Paper copy on request	2p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
	Paper copy sent to all families	Free
	Paper copy on request	2p per sheet
Leaflets books and newsletters	Website	Free
	Paper copy sent to all families	Free
	Paper copy on request	2p per sheet

Contact details:

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www.newchristchurchprimaryschool.org.uk

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