

# Publication Scheme

## Guide to information available from Christ Church C.E Primary School under the model publication scheme

Date	Summer 2021
Review Date	Summer 2023
Approved By	W. McCormack

### 1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. If the information in our publication scheme is not available for you on our website to download and print off, then hard copies can be made available through the contact details set out in section 4 below.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools and academies approved by the Information Commissioner.

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### 2. Aims and Objectives

At the heart of our ethos is equality of opportunity and shared understanding, respect and tolerance for each other's differences and needs.

Aims:

- To challenge every pupil to raise their aspirations and excel in academic achievements.
- To instil in pupils the values and characteristics necessary to become successful, confident and responsible members of society.
- To teach pupils the value of self-discipline, resilience and endeavour in order to become life-long learners.
- To prepare pupils to participate in and contribute to a society with ever changing scientific, technical and international needs.

This publication scheme is a means of showing how we are pursuing these aims.

### 3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are;

Who we are and what we do  
What we spend and how we spend it  
What our priorities are and how we are doing  
How we make decisions

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Our policies and procedures  
Lists and registers

### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at [www.christchurch.co.uk](http://www.christchurch.co.uk)

Email: [christchurchceprimaryschool@salford.gov.uk](mailto:christchurchceprimaryschool@salford.gov.uk)

Tel: 0161 921 1955

Contact Address: Christ Church C.E Primary School, Nelson Street, Eccles M30 0GZ

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.

### 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

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Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

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	Website: <a href="http://www.christchurchceprimary.co.uk">www.christchurchceprimary.co.uk</a> Hard Copy: Contact school office	For costs please see page 7
Who's who in the school	Website: <a href="http://www.christchurchceprimary.co.uk">www.christchurchceprimary.co.uk</a> Hard Copy: Contact school office	
Who's who on the Governing Body	Website: <a href="http://www.christchurchceprimary.co.uk">www.christchurchceprimary.co.uk</a> Hard Copy: Contact school office	
Instrument of Government	Website: <a href="http://www.christchurchceprimary.co.uk">www.christchurchceprimary.co.uk</a> Hard Copy: Contact school office	
Business and financial interests of Governors	Website: <a href="http://www.christchurchceprimary.co.uk">www.christchurchceprimary.co.uk</a> Hard Copy: Contact school office	
Details of governance roles in other schools	Website:	

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	www.christchurchceprimary.co.uk Hard Copy: Contact school office	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website: www.christchurchceprimary.co.uk Hard Copy: Contact school office	
School prospectus	N/A	
Staffing structure	Website: www.christchurchceprimary.co.uk Hard Copy: Contact school office	
School session times and term dates	Website: www.christchurchceprimary.co.uk Hard Copy: Contact school office	
<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	Hard Copy: Contact school office	
Capitalised funding	Hard Copy: Contact school office	
Additional funding	Hard Copy: Contact school office	
Procurement and projects	Hard Copy: Contact school office	
Pay policy	Hard Copy: Contact school office	

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Staffing and grading structure	Hard Copy: Contact school office	
Governors' allowances	Hard Copy: Contact school office	
<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 <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: www.christchurchceprimary.co.uk Hard Copy: Contact school office	
Performance management policy and procedures adopted by the governing body.	Hard Copy: Contact school office	
Schools future plans	Hard Copy: Contact school office	
<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)	Hard Copy: Contact school office	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy: Contact school office	
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard Copy: Contact school office	
<b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and		

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responsibilities)		
Current information only		
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>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> </ul>	School website <a href="http://www.christchurchceprimary.co.uk">www.christchurchceprimary.co.uk</a> Hard Copy: Contact school office	
Pupil and curriculum policies, including: <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>	School website <a href="http://www.christchurchceprimary.co.uk">www.christchurchceprimary.co.uk</a> Hard Copy: Contact school office	
Records management and personal data policies, including:	Hard Copy: Contact school office	

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<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>		
<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: Contact school office	
Disclosure logs	Hard Copy: Contact school office	
Asset register	Hard Copy: Contact school office	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>		
<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: <a href="http://www.christchurchceprimary.co.uk">www.christchurchceprimary.co.uk</a> Hard Copy: Contact school office	
Out of school clubs	Website: <a href="http://www.christchurchceprimary.co.uk">www.christchurchceprimary.co.uk</a> Hard Copy: Contact school office	
School publications	Website:	



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	www.christchurchceprimary.co.uk Hard Copy: Contact school office	
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy: Contact school office	
Leaflets books and newsletters	Website: www.christchurchceprimary.co.uk Hard Copy: Contact school office	

#### SCHEDULE OF CHARGES

All charges to be calculated dependant on how many copies are made based on the prices below (these prices are based on costs at the time of print and can vary depending on a change in cost per copy, postage costs and paper costs). There is no cost for obtaining the information from the website.

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 @£0.00435.p per sheet (black & white)	Actual cost
	Photocopying/printing @ £0.0435p per sheet (colour)	Actual cost
	Postage £0.85	Actual cost of Royal Mail standard 1 <sup>st</sup> class
	Paper @ £0.012.p per sheet	