



Christ Church C of E Primary School

Have Faith...

Freedom of Information Publication Scheme

Introduction

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to 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.

Christ Church C of E Primary School have adopted the Model Publication scheme for schools approved by the Information Commissioner. This is available to view on our school website.

Most of the information in our publication scheme is available on our website, the rest is available upon request.

Some information which we hold may not be made public, for example personal information. Some information is available for inspection only. This information is clearly identified in the information guide.

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'.

The classes of information are organised into seven broad topic areas:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our Policies and Procedures
6. Lists and Registers
7. The services we offer

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.

Compiled by: Emma Simpson

Version: 02

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- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

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, fax or letter, or you can visit our website at www.christchurch-lancaster.lancs.sch.uk

Contact details for the school are:

Christ Church Church of England Primary School, Derwent Road, Lancaster, Lancashire. LA1 3ES.

Email: head@christchurch-lancaster.lancs.sch.uk

Tel: 01524 60955

Fax: 01524 67681

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

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.

Single copies of information covered by this publication are provided free.

If the Publication Scheme request or FOI 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. Payment may be requested prior to provision of the information.

Written requests

If the information you're looking for isn't available via the scheme and isn't on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor's name and contact details; either postal address or email address for the response to be sent. All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

Guide to information available under the model publication scheme

1. Who we are and what we do

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	Description	How the information can be obtained	Cost
Who's who in school	List of staff names	Website	Nil
Who's who on the governing body	List of governor names and the basis of their appointment. Information regarding governors business interests	Website	Nil
Instrument of government	This details: <ul style="list-style-type: none"> the name of the school the category of the school the name of the governing body the manner in which the governing body is constituted the term of office of each category of governor if less than 4 years the name of the body entitled to appoint a category of governor the date the instrument took effect 	Hardcopy via the school office	Nil
Contact details	List of contact details for the Headteacher and for the governing body, via the school	Website	Nil
School Prospectus	Statutory content of the prospectus: <ul style="list-style-type: none"> the type of school the name, address and telephone number of the school the names of the head teacher and governors information on the school's policy on admissions a statement on the school's ethos and values information about the school's policy on providing for pupils with special educational needs number of pupils on roll National Curriculum assessment results for appropriate key stages, with national summaries the arrangements for visits to the school by prospective parents 	Hardcopy via the school office or Website	Nil
Staffing Structure	List of staff names, roles and responsibilities for the current academic year	Website	Nil
School Session	Overview of the school day, including session times and a list of agreed dates for the current and next academic year	Website	Nil

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times and term dates			
School details	Address of school and contact details, including email address	Website	Nil

2. What we spend and how we spend it

	Description	How the information can be obtained	Cost
Annual Budget, 3 year Financial Forecast and Monitoring Reports	Details of how the budgeted income is to be spent over the next three years and the schools income and expenditure returns	Hardcopy via the school office	Nil
Capital Funding	Details of the capital funding allocated to the school together with information on related building projects and other projects	Hardcopy via the school office	Nil
Additional Funding	Details of action plans for additional funding and impact of that spend	Hardcopy via the school office	Nil
Procurement and Projects	Details of the procurement procedure for the purchase of goods and services and details of contracts that have gone through the formal tendering process.	Hardcopy via the school office	Nil
Pay Policy	Details of the school's Pay Policy for both teaching and non-teaching staff. This includes procedures for determining teachers' grievances in relation to their pay.	Hardcopy via the school office	Nil
Staffing, pay and grading structure	Summary details of the staffing structure and Grading	Hardcopy via the school office	Nil
Governors allowances	Summary of allowances that can be incurred or claimed and a record of total payments made to individual governors	Hardcopy via the school office	Nil

3. What our priorities are and how we are doing

	Description	How the information can be obtained	Cost
School Profile	Performance data supplied to the Government	Hardcopy via the school office	Nil
	Latest OFSTED report	Hardcopy via the school office	Nil

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School Improvement Plan	A detailed strategic plan for improvement which identifies: <ul style="list-style-type: none"> • The schools current position • Key areas for improvement • Priorities in relation to each key area • Actions • Success Criteria • Allocated Budget • Monitoring and Evaluation 	Hardcopy via the school office	Nil
Performance Management Policy	The Performance Management Policy and Procedures adopted by the governing body relating to the appraisal of staff and the annual report on the effectiveness of the appraisal process.	Hardcopy via the school office	Nil
Performance Data	A summary of the school's performance data for the previous academic year	Website	Nil
Future Plans	Information regarding the school's future plans including proposals for and any consultations on the future of the school	Hardcopy via the school office	Nil
Safeguarding and Child Protection	A range of policies and procedures which are in place to safeguarding and promoting the welfare of children, including: <ul style="list-style-type: none"> • Attendance Policy • Anti-Bullying Policy • Behaviour Policy • Intimate Care Policy • Online Safety Policy • Positive Handling Policy • Mobile Phone Policy • Safeguarding and Child Protection Policy • Whistleblowing Policy 	Website	Nil

4. How we make decisions

	Description	How the information can be obtained	Cost
Admissions Policy	The school's admission arrangements and procedures, together with information about the right of appeal.	Website	Nil
Admissions Decisions	Details of the number of appeals, the number of applications, the number of successful applications and the criteria that they applied under.	Hardcopy via the school office	Nil
Agendas and Minutes of meetings of the governing body	Agreed agendas and minutes of the governing body and its committees. <i>NB: This will exclude information that is regarding as confidential to the meetings</i>	Hardcopy via the school office	Nil

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5. Our Policies and Procedures

	Description	How the information can be obtained	Cost
Statutory Policies and Procedures	Copies of statutory policies and procedures including: <ul style="list-style-type: none"> • Health and Safety Policy • Behaviour Policy • SEND Policy • SEND Information Report • Exclusions Policy • Procedure for dealing with allegations of abuse against staff • Equality Information and Objectives Statement • Accessibility Plan 	Website	Nil
HR Policies	Copies of LCC adopted HR policies	Hardcopy via the school office	Nil
Records Management and Personal Data Policies	Copies of policies relating to Records Management and Personal Data including: <ul style="list-style-type: none"> • CCTV Privacy Notice • Complaints Privacy Notice • Employee Privacy Notice • Recruitment Privacy Notice • Pupil and Parent Privacy Notice • Volunteer Privacy Notice • Information Policy • Information Security Policy • Information Security Incident Reporting Policy • Records Management Policy • Surveillance Policy 	Website or Hardcopy via the school office	Nil
Other School Policies	Copies of other school policies including: <ul style="list-style-type: none"> • Homework Policy • Handwriting Policy • Presentation Policy • Marking and Feedback Policy • Collective Worship Policy • Policy for Supporting Children with Medical Conditions Who Cannot Attend School • Education Visits Policy • Acceptable Use Policies • British Values Policy • Lettings Policy 	Website	Nil
Curriculum Policies	Copies of Curriculum policies including: <ul style="list-style-type: none"> • Curriculum Policy • English Policy • Mathematics Policy • Calculation Policy • Science Policy • Art and Design Policy 	Website	Nil

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	<ul style="list-style-type: none"> • Computing Policy • Design and Technology Policy • Geography Policy • History Policy • MFL Policy • Music Policy • PE Policy • PHSE Policy • RSE Policy • RE Policy 		
Charging and Remissions Policy	A document detailing school policy on charging and remissions	Website	Nil

5. Lists and Registers

	Description	How the information can be obtained	Cost
Curriculum Circulars and Statutory Instruments	Details of the curriculum in each year group	Website	Nil
Disclosure Logs	A record of all disclosures made under the Freedom of Information Act	Inspection Only	
Asset Register	A list of all assets in the school	Inspection Only	

7. The services we offer

	Description	How the information can be obtained	Cost
Extra-Curricular activities	Details of extra-curricular activities that take place in school at lunchtime or after school	Website	Nil
Breakfast and After School Club	Details of the Breakfast and After School Club including: <ul style="list-style-type: none"> • Staffing • Timings • Fees • Bookings 	Website or Hardcopy via the school office	Nil
Services for which the school is entitled to recover a fee	Information about services for which the school is entitled to recover a fee, together with these fees, including: <ul style="list-style-type: none"> • Breakfast and After School Club Fees • Music Tuition Fees • Details of Out of School Clubs run by external providers 	Hardcopy via the school office	Nil

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School Publications	Copies of the weekly school newsletter detailing recent and upcoming events as well as sharing key information about the general running of the school	Website	Nil
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REVIEW

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	February 2020
2	Updated header and footer	March 2022

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