

Freedom of Information Act 2000

Guide to Information provided by schools under the model publication scheme

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from



Christ Church Primary School

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts Current information only	Website	Free

Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website	Free
Head teacher's contact details	Tracey Cansdale head@christchurch.shropshire.sch.uk 01952 510383	Free
Who's who in the school/academy	Staff webpage	
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	Governor webpage	
Instrument of Government / Articles of Association	Hard copy – request from School Office	Free
School/academy prospectus	Home page of website	Free
School/Academy session times and term dates	Website	Free
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum		
Annual budget and financial statements	Hard copy – request from school – within Finance Committee minutes	Free
For academies: Annual accounts	n/a	
Capital funding	Hard copy – request from school – within Finance Committee minutes	Free

Financial Audits reports	Hard copy – request from school – within Finance Committee minutes	Free
Details of expenditure items over £5000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy – request from school – within Finance Committee minutes	Free
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy – request from school – within Finance Committee minutes	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Staff Code of Conduct is on website	Free
For academies: Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees	n/a	
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy – request from school	Free
Procurement and contracts we have entered into	Hard copy – request from school	Free
Details of any premiums we receive such as Pupil premium.	Pupil Premium Statement is on website	Free
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	(hard copy or website)	

Current information as a minimum		
Annual Report	Termly Headteacher's Report - Hard copy – request from school – within Full Governing Body minutes	Free
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) <i>(delete as appropriate)</i> - Summary - Full report - Post-inspection action plan	On website	Free
Exam and assessment results	On website	Free
Performance tables	On website	Free
Careers programme information	n/a	
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Contained within Full Governing Body minutes – hard copy – request from school	Free
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	https://www.find-school- performance- data.service.gov.uk/school/1234 71/christ-church-cofe-primary- school	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Equality Impact Statement within Equalities policy and Accessibility policy on website. Data Protection impact assessment within Data Protection policy on website Health and Safety assessments can be requested in hard copy from website	Free
	(hard copy or website)	

Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	On website	Free
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copies can be requested from School Office	Free
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 and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	On Policies and Procedures page of website	Free
Safeguarding and child protection, including protecting children's personal data	On Safeguarding page of website, as well as Policies and Procedures page	Free

Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	On Policies and Procedures page of website	Free
Policies and procedures relating to recruitment and human resources	We use LA Keeping Children Safe in Education suite of resources which are updated annually and hard copies can be requested from Office	Free
Special educational needs	On Policies and Procedures page of website	Free
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	On Statutory Information 2022-23 page of website	Free
Pay Policy	Updated annually by Finance Committee and copies of minutes can be requested from office	Free
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Retention dates can be requested from office. Data protection and CCTV policies are on website alongside Privacy notices	Free
Charging regimes and policies	Charging and Remission policy is on website	Free
(Wales only) Welsh Language Standards, ie how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	n/a	

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Curriculum page of website has details of curriculum overall as well as coverage charts for individual subjects	Free
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	CCTV policy is on website	Free
Disclosure logs, ie information provided in response to FOIA/EIR requests	Held by Shropshire Council as a maintained school	
Asset register and Information Asset register	Can be viewed in school office	Free
Any information we are currently legally required to hold in publicly available registers	Can be viewed in school office	Free
Class 7 – The services we offer 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	After school activities are sent out to parents by email and copies can be requested from office	Free
Out of school/academy clubs	After school activities are sent out to parents by email and	Free

	copies can be requested from office	
Services for which we are entitled to recover a fee, together with those fees	Apply to office	Free
Requests for paper copies of information	Apply to office	Free
Our publications, leaflets, books and newsletters	Weekly newsletter is on website on front page	Free
Additional Information Any information that is not itemised in the lists above		

We will not charge for photocopies unless the request is for more than 30 pages in which case we will charge for each sheet over 30, at 10p per sheet. If postage is required we will charge at the 2nd class rate – dependent on the size and weight of the package.