



**Policy Number CHI19**

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**FREEDOM OF INFORMATION**

**Produced by Childwall Church of England Primary School**

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**Our Mission Statement**

**“And the child grew and became strong; He was full of wisdom and God’s blessings were upon Him.” (Luke 2:40)**

**Our Vision**

**We strive, with God’s grace, to enable every child to grow academically, socially, morally, spiritually and culturally in the knowledge they are loved by God and are safe and valued within our school community. Our core Christian values are woven throughout our curriculum and wider school ethos to fully prepare each of our children to achieve the highest holistic outcomes. Our mission statement, “And the child grew and became strong...” (Luke 2:40) embodies our vision and commitment to equip children with the values, knowledge and tools to enable them to thrive and flourish, embracing both success and challenge, prepared for “life in all its fullness.” (John 10:10)**

**DOCUMENT STATUS**

<b>Version</b>	<b>Date</b>	<b>Action</b>
Version 1	13/06/2019	Compliance with Freedom of Information Act and adoption of Information Commissioner’s Office model publication scheme
	October 2020	Reviewed and approved by Standards & Quality
	June 2022	Reviewed and approved by Standards & Quality
	June 2024	Reviewed and approved by Standards & Quality
Review Period	Every 2 years	
Review Date	June 2026	



## 1. **Statement of Intent**

- 1.1 All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.
- 1.2 Childwall Church of England Primary School, as a public authority, have adopted the Information Commissioner's Office model publication scheme.

## 2. **Basic Principles**

- 2.1 Schools should publish a guide to the information alongside the publication scheme.
- 2.2 The guide should specify:
  - 2.2.1 The documents available
  - 2.2.2 The format of the documents
  - 2.2.3 Any charges made for the information

## 3. **Published Guide**

- 3.1 Childwall Church of England Primary Schools published guide can be found below.



Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the school	Website: <a href="http://www.childwallce.co.uk/meet-the-team/">http://www.childwallce.co.uk/meet-the-team/</a> Hard copy: available upon request – contact school	Free 10p per page
Who's who on the governing body and the basis of their appointment	Website: <a href="http://www.childwallce.co.uk/key-information/">http://www.childwallce.co.uk/key-information/</a> scroll down to Governors Information and Duties Hard copy: available upon request – contact school	Free 10p per page
Instrument of Government/ Articles of Association	Website: <a href="http://childwallce.co.uk/wp-content/uploads/2019/10/instrument-of-government.pdf">http://childwallce.co.uk/wp-content/uploads/2019/10/instrument-of-government.pdf</a> Hard copy: available upon request – contact school	Free 10p per page
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible)	<a href="https://childwallce.co.uk/contact-us/">https://childwallce.co.uk/contact-us/</a> Hard copy: available upon request – contact school	Free 10p per page
Staffing structure	Website: <a href="http://www.childwallce.co.uk/meet-the-team/">http://www.childwallce.co.uk/meet-the-team/</a>	Free



	Hard copy: available upon request – contact school	10p per page
School session times and term dates	Website: <a href="https://childwallce.co.uk/term-dates/">https://childwallce.co.uk/term-dates/</a> Hard copy: available upon request – contact school	Free  10p per page
Address of school and contact details, including email address	Website: <a href="https://childwallce.co.uk/contact-us/">https://childwallce.co.uk/contact-us/</a> Hard copy: available upon request – contact school	Free  10p per page
<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Class two: 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	Hard copy: available upon request - contact school	10p per page
Capital funding	Hard copy: available upon request - contact school	10p per page
Financial audit reports	Hard copy: available upon request - contact school	10p per page
Details of expenditure items over £2000	Hard copy: available upon request - contact school	10p per page



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)	Hard copy: available upon request - contact school	10p per page
Pay policy	Hard copy: available upon request - contact school	10p per page
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 £100,000 per annum) by referenceto categories	Hard copy: available upon request - contact school <a href="https://childwallce.co.uk/financial-information/">https://childwallce.co.uk/financial-information/</a>	10p per page
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	Hard copy: available upon request - contact school	10p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individualgovernors	Hard copy: available upon request - contact school	10p per page
<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		



<p>School profile</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• performance data supplied to the English Government or a direct link to the data</li> <li>• the latest Ofsted report</li> <li>• post-inspection action plan</li> </ul>	<p>Website:</p> <p><a href="https://childwallce.co.uk/exam-assessment-results-2/">https://childwallce.co.uk/exam-assessment-results-2/</a></p> <p><a href="https://www.compare-school-performance.service.gov.uk/school/104625/childwall-church-of-england-primary-school">https://www.compare-school-performance.service.gov.uk/school/104625/childwall-church-of-england-primary-school</a></p> <p><a href="https://childwallce.co.uk/wp-content/uploads/2019/10/childwall-ce-primary-school-ofsted-report-apr-2013.pdf">https://childwallce.co.uk/wp-content/uploads/2019/10/childwall-ce-primary-school-ofsted-report-apr-2013.pdf</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>10p per page</p>
<p>Performance management policy and procedures adopted by the governing body</p>	<p>Hard copy: available upon request - contact school</p>	<p>10p per page</p>
<p>Performance data or a direct link to it</p>	<p>Website: <a href="https://childwallce.co.uk/exam-assessment-results-2/">https://childwallce.co.uk/exam-assessment-results-2/</a></p> <p><a href="https://www.compare-school-performance.service.gov.uk/school/104625/childwall-church-of-england-primary-school">https://www.compare-school-performance.service.gov.uk/school/104625/childwall-church-of-england-primary-school</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>10p per page</p>



The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request - contact school	10p per page
Safeguarding and child protection	Website: <a href="https://childwallce.co.uk/safeguarding/">https://childwallce.co.uk/safeguarding/</a>  Hard copy: available upon request – contact school	Free  10p per page
<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admissions policy/ decisions (not individual admission decisions)	Website: <a href="https://eadn-wc04-11834773.nxedge.io/wp-content/uploads/2023/09/Admission-Policy-Rec-2024-In-Year-Transfer-23-24.pdf">https://eadn-wc04-11834773.nxedge.io/wp-content/uploads/2023/09/Admission-Policy-Rec-2024-In-Year-Transfer-23-24.pdf</a>  Hard copy: available upon request – contact school	Free  10p per page
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available upon request – contact school	10p per page



Information	How the information can be obtained	Cost
<p>Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)</p>		
<p>Records management and personal data policies, including:</p> <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>	<p>Hard copy: available upon request – contact school</p>	<p>Free  10p per page</p>
<p>Charging regimes and policies</p> <p>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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see 'How to complete the Guide to information')</p>	<p>Website: <a href="https://eadn-wc04-11834773.nxedge.io/wp-content/uploads/2019/10/CHI9-Charging-Remissions-Policy-1.pdf">https://eadn-wc04-11834773.nxedge.io/wp-content/uploads/2019/10/CHI9-Charging-Remissions-Policy-1.pdf</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free  10p per page</p>
Information	How the information can be obtained	Cost



Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: <a href="https://childwallce.co.uk/curriculum/">https://childwallce.co.uk/curriculum/</a> Hard copy: available upon request – contact school	Free 10p per page



Disclosure logs	Inspection only - contact school	Free
Asset register	Inspection only - contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school	Free
<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)		
Extra-curricular activities	Website: <a href="https://childwallce.co.uk/extra-curricular-at-childwall-ce-primary/">https://childwallce.co.uk/extra-curricular-at-childwall-ce-primary/</a>  Hard copy: available upon request – contact school	Free  10p per page
Out of school clubs	Website: <a href="https://childwallce.co.uk/chill-kidz-extended-provision/">https://childwallce.co.uk/chill-kidz-extended-provision/</a>  Hard copy: available upon request – contact school	Free  10p per page
Services for which the school is entitled to recover a fee, together with those fees	Website:	Free  10p per page



	Hard copy: available upon request – contact school	
School publications, leaflets, books and newsletters	Website: <a href="https://eadn-wc04-11834773.nxedge.io/wp-content/uploads/2023/09/Prospectus-September-23.pdf">https://eadn-wc04-11834773.nxedge.io/wp-content/uploads/2023/09/Prospectus-September-23.pdf</a>  <a href="https://childwallce.co.uk/newsletters/">https://childwallce.co.uk/newsletters/</a>  Hard copy: available upon request – contact school	Free  10p per page

### Schedule of Charges

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/ printing @ pence per sheet (black and white)	Actual cost*	10 pence per page



	Photocopying/ printing @ pence per sheet (colour)	Actual cost*	Not available
	Postage	Actual cost of Royal Mail standard 2nd class	From £1.55 large letter
Statutory Fee	In accordance with the relevant legislation		not applicable

\*the actual cost incurred by the public authority