



Northbourne Church of England Primary School

Freedom of Information

School Mission Statement Northbourne CEP School

Mission Statement

"...if you have faith as small as a mustard seed...nothing will be impossible."
(Matthew: 17 v20)

VISION STATEMENT:

Our vision for Northbourne CEP School is to put *God* and *Family* at the heart of all we do. As a *nurturing* community, we use the parable of The Mustard Seed *"...if you have faith as small as a mustard seed...nothing will be impossible."* (Matthew: 17 v20) This guides the way we value and treat all members of our school community. Through our pastoral care and our rich curriculum experiences we provide a safe and dynamic learning environment in which all can flourish.

To grow in: Faith, Love, Compassion, Kindness, Respect & Forgiveness

Our six Christian Values are at the heart of our vision. Every day we aspire to grow in **Faith, Love, Compassion, Kindness, Respect and Forgiveness**, so that our school family may experience the joy and hope of **"life in all its fullness"** (John: 10 v10)

Review every year

Reviewed
Sep 2022

Next review
Sep 2023



FREEDOM OF INFORMATION

Publication Scheme 2022/23

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.

There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).

Schools must adopt the ICO's model scheme and make it publicly available.

A link to the ICO'S Model Scheme

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>



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	(hard copy and/or website)	
Who's who in the school	Website: Northbourne CE Primary School - Staff (northbourne-cep.kent.sch.uk)	
Who's who on the governing body / board of governors and the basis of their appointment	Website: Northbourne CE Primary School - Governors (northbourne-cep.kent.sch.uk)	
Instrument of Government / Articles of Association	Website: Northbourne CE Primary School - Governors (northbourne-cep.kent.sch.uk)	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: Northbourne CE Primary School - Contact Us (northbourne-cep.kent.sch.uk)	
Staffing structure	Website: Northbourne CE Primary School - Staff (northbourne-cep.kent.sch.uk)	
School session times and term dates	Website: Northbourne CE Primary School - The School Day (northbourne-cep.kent.sch.uk)	
Address of school and contact details, including email address.	Website: Northbourne CE Primary School - Contact Us (northbourne-cep.kent.sch.uk)	



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		
Annual budget plan and financial statements	Hard copy available on request-contact the school	5p per page
Capital funding	Hard copy available on request-contact the school	5p per page
Financial audit reports	Hard copy available on request-contact the school	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy available on request-contact the school	5p 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 on request-contact the school	5p per page
Pay policy	Hard copy available on request-contact the school	5p 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 £60,000 per annum) by reference to categories.	Hard copy available on request-contact the school	5p 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 on request-contact the school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy available on request-contact the school	5p per page



Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website: Northbourne CE Primary School - School Performance (northbourne-cep.kent.sch.uk) Website: Northbourne CE Primary School - Ofsted & Section 48 Documents (northbourne-cep.kent.sch.uk) Hard copy available on request-contact the school	5p per page
Performance management policy and procedures adopted by the governing body.	Hard copy available on request-contact the school	5p per page
Performance data or a direct link to it	Website: Northbourne CE Primary School - School Performance (northbourne-cep.kent.sch.uk)	
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 on request-contact the school	5p per page
Safeguarding and child protection	Hard copy available on request-contact the school	5p per page



Class 4 – 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: Northbourne CE Primary School - Policies (northbourne-cep.kent.sch.uk)	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy available on request- contact the school	5p per page
Class 5 – 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.		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Website: Northbourne CE Primary School - Policies (northbourne-cep.kent.sch.uk)	5p per page
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. 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	Website: Northbourne CE Primary School - Policies (northbourne-cep.kent.sch.uk)	5p per page



the Guide to information").		
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard copy available on request- contact the school	5p per page
Disclosure logs	Inspection only contact school	
Asset register	Inspection only contact school	
Any information the school is currently legally required to hold in publicly available registers	Inspection only contact school	
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		
Extra-curricular activities	Hard copy available on request- contact the school	5p per page
Out of school clubs	Hard copy available on request- contact the school	5p per page
Services for which the school is entitled to recover a fee, together with those fees	Hard copy available on request- contact the school	5p per page
School publications, leaflets, books and newsletters	Hard copy available on request- contact the school	5p per page



SCHEDULE OF CHARGES

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
Disbursement cost	Photocopying/printing @ 0.35p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 4p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority