

# CHELLINGTON CHURCH OF ENGLAND FEDERATION



## **Happiness Through Wisdom**

*"Gold there is, and rubies in abundance, but lips that speak knowledge are a rare jewel."*  
**Proverbs 20:15**

**Christopher Reeves VA Primary School/  
St. Lawrence VA Primary School**

# **Freedom of Information Scheme**

**December 2024**

**Review Date: November 2026**

### **Introduction**

This is the Chellington Federation's "School Publication Scheme" on information available under the Freedom of Information Act 2000. The Governing Body is responsible for the maintenance of the scheme.

### **What is a School Publication Scheme?**

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, 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
- 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. Some of the information is available on the internet and where this is the case, the web information is given throughout this policy.

Some of the information which we hold may not be made public, for example personal information. The Publication Scheme conforms to the model publication scheme which has been prepared and approved by the Information Commissioner

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

### **Aims and Objectives:**

The federation aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child.
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

This Publication Scheme is a means of showing how we are pursuing these aims.

### **Categories of information published:**

The Publication Scheme informs you of the categories of information known as “classes” 1 - 7

Below are the classes, where they are available and the cost of obtaining them.

<b>Class 1 – Who we are and what we do (organisational information, structures, locations and contacts)(current information only)</b>		
<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who in the schools	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free  5p a page
Who's who on the Governing Board and the basis of their appointment	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free  5p a page
Instrument of Government	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR	Free

	<a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	5p a page
Contact details for the Executive Head or the Governing Board via the school	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free 5p a page
Staffing structure	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free 5p a page
School sessions and Term Dates	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free 5p a page
Address of schools and contact details, including email addresses	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free 5p a page

**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)**

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	<b>Hard Copy:</b> available on request contact school	5p a page
Capital Funding	<b>Hard Copy:</b> available on request contact school	5p a page
Financial Audit report	<b>Hard Copy:</b> available on request contact school	5p a page
Details of expenditure items over £5000 – published at least annually	<b>Hard Copy:</b> available on request contact school	5p a page
Procurement and contracts the schools have entered into, or information / a link to information held on an organisation who has done so on their behalf (ie Local Authority or Diocese)	<b>Hard Copy:</b> available on request contact school	5p a page
Pay Policy	<b>Hard Copy:</b> available on request contact school	5p a page
Staff allowances and expenses Provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid	<b>Hard Copy:</b> available on request contact school	5p a page

to individual senior staff members by reference to categories.		
Staffing pay and grading structure. As a minimum the pay information should include salaries for senior staff (SLT or equivalent as above) in bands of £5,000; for more junior posts by salary range	<b>Hard Copy:</b> available on request contact school	5p a page
Governor allowances that can be incurred or claimed and the total of payments made to individual governors	<b>Hard Copy:</b> available on request contact school	5p a page

**Class 3 – What our priorities are and how we are doing who we are and what we do (strategies and plans, performance indicators, inspections and reviews (current information as a minimum))**

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
School profile (if any) And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the government</li> <li>• The latest Ofsted report</li> </ul>	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free 5p a page
Performance management policy and procedures adopted by the governing board	<b>Hard Copy:</b> available on request contact school	5p a page
Performance data or a direct link to this	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free 5p a page
The schools future plans ; for example, proposals for any change of status	<b>Hard Copy:</b> available on request contact school	5p a page
Safeguarding and child protection	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free 5p a page

**Class 4 - How we make decisions (decision-making processes and records of decisions.)(Current and previous three years as a minimum)**

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admission Policies (not individual admission decisions)	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free  5p a page
Agenda and Meetings of the Governing Board (NB this will exclude information that is properly private to the meeting)	<b>Hard Copy:</b> available on request contact school	5p a page

**Class 5 - -- Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)**

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>School policies and other documents</b> (as a minimum, include policies, procedures and documents that you are required to have by statute, by your funding agreement or equivalent. Include the required policies recommended by the Department for Education) <b>Records management, personal data and access to information policies.</b> <b>Equality and diversity</b> <b>Safeguarding and child protection</b> <b>Health and safety</b> <b>Policies and procedures for human resources and the recruitment of staff</b>	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free  5p a page

**Class 6– Lists and Registers (currently maintained lists and registers; this does not include the attendance register)**

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum statements	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free  5p a page
Disclosure Logs	<b>Inspection only - contact schools</b>	Free

Asset registers	<b>Inspection only – contact schools</b>	Free
Contact details for the Executive Head or the Governing Board via the school	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free 5p a page

<b>Class 7– The services we offer (information about the services we offer – current information only)</b>		
<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free 5p a page
Out of school clubs	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free 5p a page
Services for which the school is entitled to recover a fee / together with those fees	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free 5p a page
School publications ie Newsletters	<b>Websites:</b> <a href="https://www.st-lawrenceschool.co.uk">https://www.st-lawrenceschool.co.uk</a> OR <a href="https://www.christopher-reeves-school.co.uk">https://www.christopher-reeves-school.co.uk</a> <b>Hard Copy:</b> available on request contact school	Free 5p a page

### **How to request information:**

If you require a paper version of any of the documents within the scheme, please contact the relevant school by telephone, email or letter. Contact details are:

School Telephone: Christopher Reeves - 01933 353531, St Lawrence – 01933 353530

Email: [admin@crls.org.uk](mailto:admin@crls.org.uk) or [admin@st-lawrenceschool.co.uk](mailto:admin@st-lawrenceschool.co.uk)

Website: [www.christopher-reeves-school.co.uk](http://www.christopher-reeves-school.co.uk) or [www.st-lawrenceschool.co.uk](http://www.st-lawrenceschool.co.uk)

If the information you are looking for isn't available via the Scheme, you can still ask the school if you can have it.

### **Paying for information:**

Information published on a website is free, although you may incur costs from your internet provider. If you require paper versions, single copies of information covered by this Publication Scheme are provided as stated at 5p a sheet

If you request requires 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 publication or CD/DVD, we will let you know the cost before fulfilling your request.

**Review**

This scheme was reviewed and agreed in full by the Governing Body:

Confirmation:

This scheme has been reviewed and agreed by the Governing Body on 5<sup>th</sup> December 2024 and will be renewed in December 2026.

If you require a hard copy, please contact the school office.