

FREEDOM OF INFORMATION – PUBLICATION SCHEME
Summer 2020

GUIDE TO INFORMATION AVAILABLE FROM ALPERTON COMMUNITY SCHOOL, UNDER THE MODEL PUBLICATION SCHEME

CLASS I – WHO WE ARE AND WHAT WE DO
(Organisational information, structures, locations and contacts)

This will be current information only

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Who's who in the school	www.alperton.brent.sch.uk	
Who's who on the Governing Body and the basis of their appointment	www.alperton.brent.sch.uk	
Articles of Association	www.alperton.brent.sch.uk	
Contact details for the Headteacher and for the Governing Body (named contact where possible with telephone number and email address (if used))	office@alperton.brent.sch.uk	
School prospectus	www.alperton.brent.sch.uk	
Staffing structure	office@alperton.brent.sch.uk	
School lesson times and term dates	www.alperton.brent.sch.uk	
	Unless otherwise stated hard copies can be obtained from reception at 20p per page (black only) 40p per colour page.	

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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

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Annual financial statements, Value for Money Statement	www.alperton.brent.sch.uk	
Financial Regulations	www.alperton.brent.sch.uk	
Audited Accounts	www.alperton.brent.sch.uk	
Procurement and projects	office@alperton.brent.sch.uk	
Pay policy	office@alperton.brent.sch.uk	
Staffing and grading structure	office@alperton.brent.sch.uk	
Governors' Expenses Statement	office@alperton.brent.sch.uk	
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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

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
School profile:		
Ofsted Report : July 2016	www.alperton.brent.sch.uk	
Performance Management (Teachers) policy	office@alperton.brent.sch.uk	
School Improvement Plan 20016-2017	office@alperton.brent.sch.uk	
Policies and procedures	office@alperton.brent.sch.uk	
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CLASS 4 – HOW WE MAKE DECISIONS
(Decision making processes and records of decisions)

Current and previous three years as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Admissions policy/decisions (not individual admission decisions)	www.alperton.brent.sch.uk	
Agendas of meetings of the Governing Body and its committees	office@alperton.brent.sch.uk	
Minutes of meetings of the Governing Body and its committees <i>NB: this will exclude information that is properly regarded as private to the meetings</i>	office@alperton.brent.sch.uk	
Terms of Reference of Committees Governors Code of Conduct	office@alperton.brent.sch.uk	
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CLASS 5 – OUR POLICIES AND PROCEDURES

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
School policies including:		
Behaviour Policy SEND Policy Charging Policy Admissions Policy Equalities Anti-Bullying Policy Safeguarding & Child Protection Policy Complaints Policy	www.alperton.brent.sch.uk	
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CLASS 6 – LISTS AND REGISTERS

Currently maintained lists and registers only

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)	Cost
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	By prior arrangement of visit to school. Please contact the school office via: office@alperton.brent.sch.uk	
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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

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)	Cost
Extra-curricular activities and Out of school clubs	office@alperton.brent.sch.uk	
Services for which the school is entitled to recover a fee, together with those fees	See our Charging Policy on www.alperton.brent.sch.uk	
ADDITIONAL INFORMATION This will provide schools with the opportunity to publish information that is not itemised in the lists above	office@alperton.brent.sch.uk	
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Contact Details:

Alperton Community School Stanley Avenue Wembley Middlesex HA0 4JE For the Attention: Data Protection Officer	Tel 020 8902 2038 office@alperton.brent.sch.uk
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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 @ 20p per sheet (black only)	
	Photocopying/printing @ 40p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	As applicable	Actual costs
Other	Administration Fee	Time taken to find, print and collate documents