

**FREEDOM OF INFORMATION – PUBLICATION SCHEME**  
**Summer 2024-2026**

**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	<a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>	
Who's who on the Governing Body and the basis of their appointment	<a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>	
Articles of Association	<a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>	
Contact details for the Headteacher and for the Governing Body (named contact where possible with telephone number and email address (if used))	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
School prospectus	<a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>	
Staffing structure	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
School lesson times and term dates	<a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>	
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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	<a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>	
Financial Regulations	<a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>	
Audited Accounts	<a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>	
Procurement and projects	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
Pay policy	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
Staffing and grading structure	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
Governors' Expenses Statement	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
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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	<a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>	
Performance Management (Teachers) policy	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
School Improvement Plan 20016-2017	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
Policies and procedures	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
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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)	<a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>	
Agendas of meetings of the Governing Body and its committees	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
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>	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
Terms of Reference of Committees Governors Code of Conduct	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
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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	<a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>	
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**CLASS 6 – LISTS AND REGISTERS**

**Currently maintained lists and registers only**

<b>Information to be Published</b>	<b>How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)</b>	<b>Cost</b>
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	By prior arrangement of visit to school. Please contact the school office via: <a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
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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	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
Services for which the school is entitled to recover a fee, together with those fees	See our Charging Policy on <a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>	
<b>ADDITIONAL INFORMATION</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	<a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>	
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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  <a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>
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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
<b>Disbursement Cost</b>	Photocopying/printing @ 20p per sheet (black only)	
	Photocopying/printing @ 40p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2nd class
<b>Statutory Fee</b>	As applicable	Actual costs
<b>Other</b>	Administration Fee	Time taken to find, print and collate documents