

**FREEDOM OF INFORMATION – PUBLICATION SCHEME**  
**March 2017**

**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<br>(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="mailto:office@alperton.brent.sch.uk">office@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<br>(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<br>(hard copy and/or website)  | Cost |
|---|--|------|
| School profile:<br><br>• The latest 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<br>(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<br>NB: this will exclude information that is properly regarded as private to the meetings | <a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>                                       |      |
| Terms of Reference of Committees   | <a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a>                                       |      |
| Governors Code of Conduct  |  |      |
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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<br>(hard copy and/or website)  | Cost |
|--|--|------|
| School policies including: <ul style="list-style-type: none"> <li>• Behaviour Policy</li> <li>• SEND Policy</li> <li>• Charging Policy</li> <li>• Admissions Policy</li> <li>• Equalities</li> <li>• Anti-Bullying Policy</li> <li>• Child Protection Policy</li> <li>• Complaints Policy</li> </ul> | <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<br/>(hard copy and/or website – some information<br/>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<br>(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 Charging Policy on <a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>                          |      |
| <b>ADDITIONAL INFORMATION</b><br>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<br>Stanley Avenue<br>Wembley<br>Middlesex<br>HA0 4JE<br>For the Attention: Director of Finance & Resources | Tel 020 8902 2038<br><br><a href="mailto:office@alperton.brent.sch.uk">office@alperton.brent.sch.uk</a> |
|--|---|

#### 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 |
|                          |  |   |