



ROE GREEN INFANT & STRATHCONA SCHOOL  
FREEDOM OF INFORMATION PUBLICATION SCHEME

The following is a guide to information available under the Freedom of Information Act 2000 from Roe Green Infant School under the model publication scheme. The scheme covers information already published and information which is to be published in the future.

All information in our publication scheme is either available for you on our website or available in paper form. Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below and you can visit our website at [www.rgreeninf.brent.sch.uk](http://www.rgreeninf.brent.sch.uk)

Email: [admin@rgreeninf.brent.sch.uk](mailto:admin@rgreeninf.brent.sch.uk)

Telephone: 020 8204 3531

Fax: 020 8905 0256

Contact Address: The Head teacher, Roe Green Infant School,  
Princes Avenue, London NW9 9JL.

### CLASS 1 – Who we are and what we do

<b>Roe Green Infant School is a four form entry Community School in the London Borough of Brent for pupils in the 3 - 7 age range.</b>		
<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost See page 4</b>
Head teacher	Mrs. Nicole Lobo	
Governing Body Chair	Ms. Gloria Amadi	
Instrument of Government	From Head Teacher	£
Contact details for the Head teacher	Tel: 020 8204 5221 <a href="mailto:admin@rgreeninf.brent.sch.uk">admin@rgreeninf.brent.sch.uk</a>	
School Brochure	From School Office or Website	£
Staffing Structure	From Head Teacher	
School session times and term dates	From School Office	

There may be a charge for items marked £

## CLASS 2 – What we spend and how we spend it

Annual budget plan & financial statements	From the Bursar	£
Capitalised funding	From the Bursar	£
Additional Funding	From the Bursar	£
Procurements and projects	From the Bursar	£
Pay Policy	From Head Teacher	£
Staffing & Grading Structure	From Head Teacher	£
Governors' Allowances Policy	From Chair of Governors and Head Teacher	£

## CLASS 3 – What our priorities are and how we are doing

School Profile <ul style="list-style-type: none"> <li>➤ Government supplied performance data</li> <li>➤ Latest Ofsted Report Summary Full Report</li> </ul>	From Head Teacher  From School Office OFSTED website School Website	£
Performance management policy & procedures adopted by the governing body	From Head Teacher	£
Schools Development Plan	From Chair of Governors and Head Teacher	£

## CLASS 4 – How we make decisions

Admissions Policy/decisions	Brent Council	
Agendas of meetings of the governing body & its sub-committees	From Chair of Governors	£
Minutes of meetings (as above) Note: this will exclude information that is properly regarded as private to the meetings	From Chair of Governors or Head Teacher	£

## CLASS 5 – Our Policies and procedures

School Policies including: <ul style="list-style-type: none"> <li>➤ Charging policy</li> <li>➤ Health &amp; Safety</li> <li>➤ Complaints procedure</li> <li>➤ Discipline &amp; grievance policies</li> <li>➤ Fairness at Work</li> <li>➤ Equality &amp; diversity polices</li> </ul>	All from Head Teacher	£
Pupil and curriculum policies including: <ul style="list-style-type: none"> <li>➤ Home-school agreement</li> <li>➤ Homework</li> <li>➤ Special Educational Needs</li> <li>➤ Accessibility</li> <li>➤ Race equality</li> <li>➤ Collective Worship</li> <li>➤ Pupil Discipline</li> <li>➤ All Curriculum</li> </ul>	All from Head Teacher	£
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>➤ Information security policies</li> <li>➤ Records retention, destruction &amp; archive policies</li> <li>➤ Data protection</li> </ul>	All from Head Teacher	£

## CLASS 6 – Lists and Registers

Disclosure Log	From Head Teacher	£
Any information the school is currently legally required to hold in publicly available registers ( <b>This does not include attendance registers</b> )	From Head Teacher	£

## CLASS 7 – The services we offer (current information only)

Extra- curricular activities	Details from School Office	
Out of School clubs	Details from School Office	
School Publications	From School Office	
Leaflets, books and newsletters	From School Office	

## SCHEDULE OF CHARGES

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing at 5p per sheet (black & white) and administration charge.	Actual cost
	Photocopying/printing at 10p per sheet (colour) and administration charge.	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation

Signed:.....Designation:.....Date.....

Revised April 2016.