



Princes Avenue,
Kingsbury, London,
NW9 9JL

Telephone: 020 8204 3531
Email: admin@rgreeninf.brent.sch.uk
www.rgreeninf.brent.sch.uk

ROE GREEN INFANT 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

Email: admin@rgreeninf.brent.sch.uk

Telephone: 020 8204 3531

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

CLASS 1 – Who we are and what we do

Information	How the information can be obtained
Head teacher	Mrs. Nicole Lobo
Governing Body Chair	Mrs Karuna Khan
Instrument of Government	From Head Teacher
Contact details for the Head teacher	Tel: 020 8204 3531



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School Brochure	From School Office or Website
Staffing Structure	From Head Teacher
School session times and term dates	From School Office or Website

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



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

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

CLASS 4 – How we make decisions

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



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CLASS 5 – Our Policies and procedures

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

CLASS 6 – Lists and Registers

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

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



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