

ST GREGORY'S CATHOLIC SCIENCE COLLEGE
Freedom of Information Publication Scheme

This publication scheme document is based on the model publication scheme prepared and approved by the Information Commissioner.

1. Who we are and what we do.

Address: St Gregory's Catholic Science College, Donnington Road, Kenton, Harrow, Middlesex, HA3 0NB

Telephone Number: 0208 907 8828

Email: Schooloffice@stgregorys.harrow.sch.uk

Website: www.stgregorys.harrow.sch.uk

Name of chair of Governors: Mrs C Allen

Name of Headteacher: Mr A Prindiville

Information held in this area includes:

- Instrument of Government (available from the school on request)
- School prospectus and curriculum (available from the school on request and on the school website)
- Information about the Governing Body (available from the school on request and on the school website))
- School session times and term dates (available from the school on request and on the school website)

2. What we spend and how we spend it.

The following information is available from the school on request:

- Annual budget plan and financial statements
- Capital Funding
- Financial audit reports
- Procurement and contracts
- Pay Policy
- Staff allowances and expenses
- Staff pay and grading structures
- Governors' allowances

3. What our priorities are and how we are doing

Information held in this area includes:

- Performance data supplied to the government (available via link on the school website)
- Latest Ofsted report (available via link on the school website)
- Performance Management information (available from the school on request)
- The School's future plans (any planned changes will be made available via the school website)
- Safeguarding and child protection policies / procedures (available from the school on request and on the school website).

4. How we make decisions

Information held in this area includes:

- Admissions policy/ decisions (available on the school website)
- Minutes of the governing body and its committees (available from the school on request)

5. Our policies and procedures

Please visit our school website.

6. Lists and registers

Any information the school is currently legally required to hold in publicly available registers, are available on request from the school.

7. The services we offer

Information about the services the school provides can be viewed on our school website or requested directly from the school.

8. Charges which may be made for information published under this scheme.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and Packaging
- The costs directly incurred as a result of viewing information.
- Making datasets (or parts of datasets) that are relevant copyright works available for re-use.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Please note payment may be requested prior to provision of the information.

9. Written requests

Information held by the school that is not published under the scheme can be requested in writing from the school, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

10. Review Process

If you are dissatisfied with the outcome of your request, you should contact the Chair of Governors who will arrange for an internal review to be carried out. The internal review will be carried out by a senior member of staff within the All Saints' Trust who did not deal with the original requests; so that a fresh decision based on all the available evidence relevant to the date of the request can be made. In most cases, this review will be completed within 20 working days.

The Chair of Governors (Mrs C Allen can be contacted at):

St Gregory's Catholic Science College

Donnington Road

Kenton

Harrow

Middlesex

HA3 0NB

Schooloffice@stgregorys.harrow.sch.uk