

Freedom of Information

Guide to information available from The Manor C of E Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website: www.themanorcofeprimary.org.uk Hard Copy: Contact Liz, in the office	Free 10p/sheet
Who's who in the school	Website: www.themanorcofeprimary.org.uk/staff.asp Hard Copy: Contact Liz, in the office	Free 10p/sheet
Who's who on the governing body and the basis of their appointment	Website: www.themanorcofeprimary.org.uk/governors.asp Hard Copy: Contact Liz, in the office	Free 10p/sheet
Instrument of Government	Website: Not on website at present Hard Copy: Contact Liz, in the office	Free 10p/sheet
Contact details for the Head teacher and for the head of the governing body	Website: www.themanorcofeprimary.org.uk Hard Copy: Contact Liz, in the office	Free Free
School prospectus	Website: www.themanorcofeprimary.org.uk/prospectus.pdf Hard Copy: Contact Liz, in the office	Free Free
Annual Report		

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Staffing structure	Website: www.themanorcofeprimary.org.uk/staff.asp Hard Copy: Contact Liz, in the office	Free 10p/sheet
School session times and term dates	Website: www.themanorcofeprimary.org.uk/events.asp Hard Copy: Contact Liz, in the office	Free Free

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<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	<p>Hard Copy: Contact Liz, in the office</p>	10p/sheet
Capitalised funding	<p>Hard Copy: Contact Liz, in the office</p>	10p/sheet
Additional funding	<p>Hard Copy: Contact Liz, in the office</p>	10p/sheet
Procurement and projects	<p>Hard Copy: Contact Liz, in the office</p>	10p/sheet
Pay policy	<p>Website: www.themanorcofeprimary.org.uk/images/policies/pay.pdf</p>	Free
	<p>Hard Copy: Contact Liz, in the office</p>	10p/sheet
Staffing and grading structure	Hardcopy	10p/sheet
Governors' allowances	<p>Website: www.southglosgovernors.org</p>	Free
	<p>Hard Copy: Contact Liz, in the office</p>	10p/sheet

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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		
School profile <ul style="list-style-type: none">• Government supplied performance data• The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report	Website: www.themanorcofeprimary.org.uk/profile.asp Hard Copy: Contact Liz, in the office	Free 10p/sheet
Performance management policy and procedures adopted by the governing body.	Hard Copy: Contact Liz, in the office	10p/sheet
Schools future plans	Hard Copy: Contact Liz, in the office	10p/sheet
Every Child Matters – policies and procedures	Website: www.themanorcofeprimary.org.uk/policies.asp Hard Copy: Contact Liz, in the office	Free 10p/sheet

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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		
Admissions policy/decisions (not individual admission decisions)	Hard Copy: Contact Liz, in the office	10p/sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy: Contact Liz, in the office	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy: Contact Liz, in the office	10p/sheet

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	TBC	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Website: www.themanorcofeprimary.org.uk/policies.asp</p> <p>Hard Copy: Contact Liz, in the office</p>	<p>Free</p> <p>10p/sheet</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline – as opposed to the Discipline and grievance policies above 	<p>Website: www.themanorcofeprimary.org.uk/policies.asp</p> <p>Hard Copy: Contact Liz, in the office</p>	<p>Free</p> <p>10p/sheet</p>

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Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention destruction and archive policies• Data protection (including information sharing policies)	Hard Copy: Contact Liz, in the office	10p/sheet
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.		

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Class 6 – Lists and Registers Currently maintained lists and registers only	Some information may only be available by inspection	
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register	Hard Copy: Contact Liz, in the office	£1.00
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy: Contact Liz, in the office	10p/sheet

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Some information may only be available by inspection</p>	
<p>Extra-curricular activities</p>	<p>Website: www.themanorcofeprimary.org.uk/clubs.asp Hard Copy: Contact Liz, in the office</p>	<p>Free</p>
<p>Out of school clubs</p>	<p>Website: www.themanorcofeprimary.org.uk/skoolsout.asp Hard Copy: Contact Liz, in the office</p>	<p>Free</p>
<p>School publications</p>		
<p>Services for which the school is entitled to recover a fee, together with those fees</p>		
<p>Leaflets books and newsletters</p>	<p>Website: www.themanorcofeprimary.org.uk/news.asp Hard Copy: Contact Liz, in the office</p>	<p>Free</p> <p>Current Newsletter is Free. Others: 10p/sheet</p>

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
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Contact details:

Mrs Hilary Eade – Head Teacher
The Manor Primary School – 01454 866555

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
Disbursement cost	Photocopying/printing @ .10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..15p per sheet (colour)	Actual cost
	Postage	Royal Mail standard 2 nd class 27p (Jan 2009)
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority