

The Manor C of E Primary School

Freedom of Information

School Publication Scheme

1. Introduction : what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:-

- The classes of information which we publish or intend to publish
- The manner in which the information will be published and
- Whether the information is available free of charge or on payment

The scheme covers information already published and information which is to be published in the future. Some information which we hold may be not made public, for example personal information.

2. How to request information

You can request a copy of the information you want from the contact detailed below:-

Contact Name: Mrs Amanda Flanagan - Headteacher

Contact address: The Manor C of E Primary School
Roundways
Coalpit Heath
Bristol. BS36 2LF

Tel/Fax: 01454 866555

E-mail: manorprimary@sgmail.org.uk

To help us process your request, please clearly mark any correspondence “**PUBLICATIONS SCHEME REQUEST**”. Applications will be responded to within 20 working days from receipt of the request.

3. Schedule of Charges

Type of charge	Description	Basis of Charge
Disbursement cost	Photocopying @10p per sheet (black and white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Royal mail standard 2 nd class

4. Categories of Information published

<u>Class 1</u> Who we are and what we do (organisational information, structures, locations and contacts)	How the information can be obtained www.themanorcofeprimary.org.uk Hard Copy	Cost Free 10p/sheet
Who's who in the school	Website: www.themanorcofeprimary.org.uk Hard copy: Contact Liz in office	FREE 10p/sheet
Who's who on the governing body and the basis of their appointment	Website: www.themanorcofeprimary.org.uk Hard copy: Contact Liz in office	FREE 10p/sheet
Instrument of Government	Website: www.themanorcofeprimary.org.uk Hard copy: Contact Liz in office	FREE 10p/sheet
Contact details for the Head Teacher and the Chairman of the Governing Body	Website: www.themanorcofeprimary.org.uk Hard copy: Contact Liz in office	FREE FREE
School Details	Website: www.themanorcofeprimary.org.uk	FREE
Staffing Structure	Website: www.themanorcofeprimary.org.uk Hard copy: Contact Liz in office	FREE 10p/sheet
School term dates and structure of day	Website: www.themanorcofeprimary.org.uk Hard copy: Contact Liz in office	FREE 10p/sheet

Categories of Information published - continued

<u>Class 2</u> What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy: Contact Liz in office	10p/sheet
Capitalised funding	Hard copy: Contact Liz in office	10p/sheet
Additional funding	Hard copy: Contact Liz in office	10p/sheet
Pay policy	Hard copy: Contact Liz in office	10p/sheet
Staffing and grading structure	Hard copy: Contact Liz in office	10p/sheet

Categories of Information published – continued

Class 3	How the information can be obtained	Cost
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	10p/sheet
school Profile <ul style="list-style-type: none"> Government supplied performance data The latest OFSTED report The latest SIAS report 	Website: www.themanorcofeprimary.org.uk Hard copy: Contact Liz in office	FREE 10p/sheet
Performance Management policy and procedures adopted by the Governing Body	Hard copy: Contact Liz in office	10p/sheet
Schools Future plans	Hard copy: Contact Liz in office	10p/sheet

Class 4	How the information can be obtained	Cost
How we make decisions (Decision making process and records of decisions)	Hard Copy	10p/sheet
Minutes of Governing Body meetings and committees (NB: this will excluded information that is regarded as private to the meeting)	Hard copy: Contact Liz in office	10p/sheet

Categories of Information published – continued

<p><u>Class 5</u> Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>How the information can be obtained</p>	<p>Cost</p>
<p>School policies including:-</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Discipline and grievance policies • Staff conduct policy • Staffing structure and implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policy 	<p><u>Website:</u></p> <p><u>Hard copy:</u> Contact Liz in 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 	<p><u>Website:</u></p> <p><u>Hard copy:</u> Contact Liz in office</p>	<p>FREE</p> <p>10p/sheet</p>
<p>Records management and personal data policies</p> <p>Information security policy</p> <p>Records retention, destruction and archive policies</p>	<p><u>Hard copy:</u></p>	<p>10p/sheet</p>

Data protection (including information sharing policy)		
--	--	--

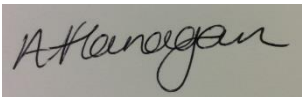
<u>Class 6</u> Lists and Registers	How the information can be obtained	Cost
	Hard Copy	10p/sheet
Asset Register	Hard copy: Contact Liz in office	10p/sheet
Any information the school is currently legally required to hold in publicly available registers THIS DOES NOT INCLUDE ANY ATTENDANCE REGISTERS OR CLASS LISTS	Hard copy: Contact Liz in office	10p/sheet

<u>Class 7</u> The Services we offer (information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses)	How the information can be obtained	Cost
	www.themanorcofeprimary.org.uk Hard Copy	Free 10p/sheet
Extra Curricular activities including Out of School clubs	Website: www.themanorcofeprimary.org.uk Hard copy: Contact Liz in office	FREE 10p/sheet
School publications	Hard copy: Contact Liz in office	10p/sheet
Services for which the school is entitled to recover a fee, together with those fees	Contact Liz in office	10p/sheet
Class letters home, information, schemes of work information, guidance for parents and newsletters	Website: www.themanorcofeprimary.org.uk Hard copy: Contact Liz in office	FREE Current newsletter is free. Others: 10p/sheet



The Manor C of E Primary School

Freedom of Information Policy

Signed (Head): 	Name: A Flanagan	Date: 7 December 2023
		Next Review: 6 December 2025