



Manor Field
PRIMARY SCHOOL
Respect Believe Achieve

Freedom of Information Publication Scheme

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Policy Source:	ICO Model Publication Scheme
Reviewed By:	K Kirkin (DPO)
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Approval By:	L&M Committee
Approved:	16 th June 2021
Review Period:	3 Years
Next Review:	May 2024

Manor Field Primary School

FREEDOM OF INFORMATION ACT – MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. The School has adopted it without modification.

This publication scheme commits the School to make information available to the public as part of its normal business activities.

The scheme commits the School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information which is held by the School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the School that has been requested, and any updated versions it holds, unless the School is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified license. The term „dataset“ is defined in section 11(5) of the Freedom of Information Act. The terms „relevant copyright work“ and “Specified License“ are defined in section 19(8) of that Act.

Classes of Information

- **Who we are and what we do**
Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing**
Strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions**
Policy, proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures**
Current written protocols for delivering our functions and responsibilities.
- **Lists and registers**
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the School's capability information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the School will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Obligations under equality legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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

Written requests

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

Freedom of Information

Guide to information available from Manor Field 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) This will be current information only	(hard copy and/or website)	
Who's who in the school	Website Hard copy	Free Contact office
Who's who on the governing body and the basis of their appointment	Website Hard copy	Free Contact office
Instrument of Government	Hard copy	Contact office
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website Hard copy	Free Contact office
Staffing structure	Website Hard copy	Free Contact office
School session times and term dates	Website Hard copy	Free Contact office
Address of school and contact details, including email address.	Website Hard copy	Free Contact office

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) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy	Contact office
Capital funding	Hard copy	Contact office
Financial audit reports	Hard copy	Contact office
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Contact office
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy	Contact office
Pay policy	Hard copy	Contact office
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	Contact office
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	Contact office
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	Contact office
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 (if any) And in all cases:	Website	Free
<ul style="list-style-type: none"> Performance data supplied to the English or a direct link to the data 	Hard copy	Contact office

<ul style="list-style-type: none"> • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Hard copy	Contact office
Performance data or a direct link to it	Website Hard copy	Free Contact office
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website Hard copy	Free Contact office
Safeguarding and child protection	Website Hard copy	Free Contact office
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) – where applicable	Website Hard copy	Free Contact office
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy	Contact office
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.		
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) 	Website Hard copy	Free Contact office

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Website Hard copy	Free Contact office
Disclosure logs	Hard copy	Contact office
Asset register	Only available by inspection	
Any information the school is currently legally required to hold in publicly available registers	Hard copy	Contact office
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	Website Hard copy	Free Contact office
Out of school clubs	Website Hard copy	Free Contact office
Services for which the school is entitled to recover a fee, together with those fees	Website Hard copy	Free Contact office
School publications, leaflets, books and newsletters	Website Hard copy	Free Contact office

SCHEDULE OF CHARGES

This describes how the charges will be calculated

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.4p per side of A4 (black & white)	Actual cost
	Photocopying/printing @ 4p per side of A4 (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class