



MANOR INFANT SCHOOL

Approval By: School	
Review Frequency: 3 years	
Next Review Due: July 18	
Last Reviewed: July 15	
CHAIR OF GOVERNORS & HEADTEACHER TO COMPLETE	<i>R.E. Anderson</i>
Review Approved (signature):	
Date Approved: July 15	

FREEDOM OF INFORMATION POLICY

'Valued as Individuals, Inspired as Learners'

Manor Infant School Publication Scheme on information available under the Freedom of Information Act 2000

Background

Our school is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemption and conditions laid down by law.

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. All information in our publication scheme is 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.

Categories of information published

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'. These are contained in **Appendix 1** of this scheme.

The classes of information that we undertake to make available are organised into seven broad topic areas:

- (i) Who we are and what we do
- (ii) What we spend and how we spend it
- (iii) What our priorities are and how we are doing
- (iv) How we make decisions
- (v) Our policies and procedures
- (vi) Lists and registers
- (vii) The services we offer

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

Email: office@manor-inf.portsmouth.sch.uk

Tel: 02392 820548

Contact Address:
Manor Infant School,
Inverness Road,
Portsmouth,
Hampshire
PO1 5QR,

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.

Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in **Appendix 1**. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

A 'Guide to information' with classes of information under the model publication scheme is available at the end of this document. **Appendix 1**

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to The Headteacher. If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

Responsibilities

School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Headteacher. Complaints regarding the use of this policy should be directed to the Governing Body.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for

implementing records management policies and procedures as appropriate to their post.

Appendix 1

Guide to information available from Mnaor Infant 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	School website	
Who's who on the governing body and the basis of their appointment	School website/Hard copy/School Prospectus	£
Instrument of Government	Hard Copy/Gov Body File	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School website, Hard copy	£
School prospectus	School website	£
Annual Report / School Profile	School website	
Staffing structure	Hard Copy / School Office	
School session times and term dates	School website / School Prospectus	£

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	Hard copy / Governors' File	£
Annual budget plan and financial statements	Hard copy / Governors' File	£
Capitalised funding	Hard copy / Governors' File	£
Additional funding	Hard copy / Governors' File	£
Procurement and projects	Hard copy / School Office	£
Pay policy	School website/Hard copy / Policy File	£
Staffing and grading structure	Hard copy / Policy File	£
Governors' allowances	Hard copy / Policy File	£

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	(hard copy or website)	
School profile Government supplied performance data <ul style="list-style-type: none"> • The latest Ofsted report • Summary • Full report 	Hard copy/RAISE on line	£
Performance management policy and procedures adopted by the governing body.	Hard copy / Policy File	£
Schools future plans	School website/Hard copy / School Strategic Plan	£
Every Child Matters – policies and procedures	Hard copy / Policy File	£

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	School website/Hard copy / Policy File	£
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy / Governors' Files	£
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meetings.	Hard copy / Governors' Files	£

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging • Health and Safety • Security • Use of CCTV • Complaints procedure • Staff conduct, Discipline and Grievance policies • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	School website/Hard copy/policy file	£
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs & Disabilities (Inclusion) • Gifted and Talented • Equality & Diversity • Collective worship • Behaviour & Anti-bullying • Safeguarding 	School website/Hard copy / School office	£
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	School website/Hard copy / School office	£
<p>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.</p>	School website/Hard copy / Policy file	£

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	School website/Hard copy / School office	£
Disclosure logs	Hard copy / School office	£
Asset register	Hard copy / School office	£
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy / School 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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School website/Hard copy	£
Out of school clubs	Hard copy	£
School publications	Hard copy / School office	£
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	£
Leaflets books and newsletters	School website/Hard copy / School office	£
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
CCTV images		

Contact details:

Manor Infant School www.manorinfantschool.co.uk

Inverness Road

Portsmouth

PO1 5QR

Email: admin@manor-inf.portsmouth.sch.uk

Tel. 023 92820548

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 @ 3p per sheet (black & white)	Actual cost 2p
	Photocopying/printing @ 5p per sheet (colour)	Actual cost 4p
	Standard Postage 1st class 63p 2nd class 54p Large 74p 2 nd class Large 95p 1 st class	Actual cost of Royal Mail postage
Statutory Fee		In accordance with the relevant legislation
Other		