

Freedom of Information

Guide to information available from Manby Lodge Infant School under its 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 school website)	
Who's who in school	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Hard copy	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	
School prospectus	Website	
Annual Report	N/A	
Staffing Structure	Website	
School session times and term dates	Website	

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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 and/or school website)	
Annual budget plan and financial statements	Hard copy	
Capitalised funding	Hard copy	
Additional Funding	Hard copy	
Procurement and projects	Hard copy	
Pay policy	Hard copy	
Staffing and grading structure	Hard copy	
Governors' allowances	N/A	

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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	(hard copy and/or school website)	
School profile • Government supplied performance data • The latest Ofsted report - Summary - Full report	Website Website	
Performance management policy and procedures adopted by the governing body	Hard copy	
Schools future plans	Hard copy	
Every Child Matters – policies and procedures	Hard copy	

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

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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>	<p>(hard copy and/or school website)</p>	
<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>Hard copy Hard copy SCC website Hard copy Hard copy Hard copy Website Hard copy Hard copy</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>Hard copy Hard copy Hard copy Website Hard copy Hard copy Hard copy N/A Website</p>	
<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) 	<p>Hard copy Hard copy Website</p>	
<p>Charging regimes and policies.</p> <p>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>	<p>N/A</p>	

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(Hard copy or school website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Department of Education website</p>	
<p>Disclosure logs</p>	<p>Hard copy</p>	
<p>Asset register</p>	<p>Hard copy</p>	
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Hard copy</p>	

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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>	(Hard copy or school website; some information may only be available by inspection)	
Extra-curricular activities	N/A	
Out of school clubs	Website	
School publications	Website and/or hard copy	
Services for which the school is entitled to recover a fee, together with those fees	N/A	
Leaflets books and newsletters	Website and or hard copy	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	N/A	

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Contact details: Mrs T Creasey, Head teacher

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 @p per sheet (black and white)	Actual cost *
	Photocopying/printing @p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail Standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority