



Manby Lodge Infant School Freedom of Information Publication Policy 2018-19

This is the Manby Lodge Infant School Publication Scheme on information available under the Freedom of Information Act 2000.

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. All information in our publication scheme is either available for you on our website to download and print off or 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.

2. Aims and Objectives

The school's aims are:

- To provide a welcoming and safe learning environment in which children can prosper
- To engage and inspire children both in and outside the classroom
- To establish a life-long love of learning and provide the essential foundations for learning in an ever changing world
- To instil self-respect and respect for others and the world around us
- To encourage children to be happy and confident achievers

This publication scheme is a means of showing how we are pursuing these aims by:

- Proactively publishing or otherwise make available as a matter of routine, information, including environmental information, which is held by Manby Lodge Infant School.
- Specifying the information which is held by Manby Lodge Infant School

- Producing and publishing 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.
- Reviewing and updating on a regular basis the information that Manby Lodge Infant School makes available under this scheme.
- Producing a schedule of any fees charged for access to information which is made proactively available.
- Making this publication scheme available to the public.

3. 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 the appendix of this scheme.

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

Information published about the school.

Governors' Documents – information published in governing body documents.

Pupils and Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school – information about policies that relate to the school in general.

4. 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 or you can visit our website at www.manbylodge.co.uk

Email: secretary@manby-lodge.surrey.sch.uk

Tel: 01932 851848

Contact Address: Princes Road, Weybridge, Surrey. KT13 9DA.

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 [and isn't on our website], you can still contact the school to ask if we have it. We will provide you with the requested information within 10 working days.

5. Paying for information

Information published on our website or emailed upon request is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet cafe.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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 DVDs 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.

6. 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

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk. Website: <http://www.ico.gov.uk/>

Review Date	Description	Approved By	Approval Date	Next Review
October 2018	Review	FGB		Aut 2019

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
Information Published about the school	(hard copy and/or school website)	
<ul style="list-style-type: none"> • The name, address and telephone number of the school and the type of school • The names of the Head teacher and all governors including chair and vice chair • Information on the school policy on admissions • A statement of the school's ethos and values • The religious education provided and parents right to withdraw their child from religious education and collective worship and the alternative provision for these pupils • Information about the school's policy on providing for pupils with special educational needs • Number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for Key Stage 1 with national summary figures • The arrangements for visits to the school by prospective parents 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Hard copy</p> <p>Website</p> <p>Website</p>	

Information to be published	How the information can be obtained	Cost
Information Relating to the Governing Body	(hard copy and/or school website)	
Instrument of Government <ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • The date the instrument takes effect Governing body – names and contact details of the governors and the basis of their appointment Agreed minutes of meetings of the governing body and its committees.	Hard copy Website Hard copy	

Information to be published	How the information can be obtained	Cost
What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	(hard copy and/or school website)	
Annual budget plan and financial statements	Hard copy	
Capital funding – details of funding allocated to the school along with information on related building and other capital projects.	Hard copy	
Procurement and contracts	Hard copy	
Pay policy	Hard copy	
Staffing roles and grading structure	Hard copy	
Governors’ allowances	N/A	

Information to be published	How the information can be obtained	Cost
Pupils and curriculum policies	(hard copy and/or school website)	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship and Religious Education • Careers education • Behaviour Management • Teaching and Learning • Child Protection 	Hard copy Hard copy Hard copy Website Hard copy Hard copy Hard copy N/A Website Hard copy Website	

Information to be published	How the information can be obtained	Cost
School Policies and other information related to the School	(hard copy and/or school website)	
<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 • Staff recruitment policy • Appraisal policy <p>School priorities for improvement Ofsted Report – Full report and summary and inspection action plan. Curriculum circulars and statutory instruments Records management and personal data policies School session times and term dates</p> <p>Information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses</p> <ul style="list-style-type: none"> • Extra-curricular activities • Out of school clubs • School publications eg newsletter 	<p>Hard copy Hard copy Website Hard copy Hard copy Hard copy Hard copy</p> <p>Hard copy Website</p> <p>DoE website Hard copy Website</p> <p>Website</p>	