



FOI Publication Document for: Freedom of Information

Approved by Directors: June 2018

Due for Review: May 2023

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. 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

section 5 of this scheme. The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus – information published in the school prospectus.
- Director / Governors' Documents – information published in the Governors' Annual Report and in other governing body documents.
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum. □
School Policies – information about policies that relate to the school in general.

No images or recordings for personal or unauthorised purposes may be taken by students, staff or any other person within the school site and as such they do not form part of this scheme.

3. How to request information

You can request a copy of the information you want from the contact detailed below or visit our website at <http://manormat.com>. If the information you're looking for isn't available via the scheme and isn't on our website, you can still ask if we have it. You can contact the schools by telephone, email or letter.

Email: info@manorprimary.com

Tel: 01902 556460

Contact Address: Manor Multi Academy Trust, Coseley, Wolverhampton, West Midlands, WV14 9UQ

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

4. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise.

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.

Information published on our website 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 café

5. 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 need to make a complaint then initially this should be addressed to the school.

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, Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or

Enquiry/Information Line: 01625 545 745

Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

This policy has been impact assessed to ensure that it does not have an adverse effect on race, gender or disability equality.

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	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	Website	Nil
Who’s who in the school	Website	Nil
Who’s who on the governing body / board of governors and the basis of their appointment	Website	Nil
Instrument of Government / Articles of Association	Hard copy	Copying charge
Contact details for the Executive Head and for the Directors / local governing bodies, via the school (named contacts where possible).	Website	Nil
School prospectus (if any)	Website	Nil
Annual Report (if any)	Website	
Staffing structure	Website/ hard copy	Nil/ copying charge
School session times and term dates	Website	Nil
Address of school and contact details, including email address.	Website	Nil
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 website)	
Annual budget plan and financial statements	Hard copy	Copying / postage fee
Capital funding	Hard copy	as above
Financial audit reports	Hard copy	as above

Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	as above
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	as above
Pay policy	Email	Nil
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	Copying / postage fee
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	as above
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard copy	as above
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy	As above
Current information as a minimum		
School profile (if any)		
And in all cases:		
<ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data 	Website	Nil
<ul style="list-style-type: none"> • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website	Nil
<ul style="list-style-type: none"> • Post-inspection action plan 	Email	Nil
Performance management policy and procedures adopted by the governing body.	Email	Nil

Performance data or a direct link to it	Website	Nil
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	Nil
Safeguarding and child protection	Website	Nil
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) – where applicable	Website/ KCC website	Nil
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	Copy & postage
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. These will include policies and procedures for handling information requests	(hard copy or website) Website	Nil
Records management and personal data policies, including: Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Website	Nil
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	Website	Nil

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	Copying / postage fee
Curriculum circulars and statutory instruments	Hard copy	Copying / postage fee
Disclosure logs	Hard copy	Copying / postage fee
Asset register	Hard copy	Copying / postage fee
Any information the schools are currently legally required to hold in publicly available registers	Hard copy	Copying / postage fee
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	Copying / postage fee
Current information only		
Extra-curricular activities	Website	Nil
Out of school clubs	Website	Nil
Services for which the school is entitled to recover a fee, together with those fees	Website	Nil
School publications, leaflets, books and newsletter	Hard copy	As appropriate
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

		legislation (quote the actual statute)
Other		

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 @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost *
	Postage 53p standard letter 73p large letter	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance, relevant

* the actual cost incurred by the public authority