

Freedom of Information

Information available from Sir Roger Manwood's School under the publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(Hard Copy and/or website www.manwoods.co.uk)	
Who's who in the school	Web-site www.manwoods.co.uk	Free
Who's who on the governing body and the basis of their appointment	Web-site www.manwoods.co.uk	Free
Instrument of Government	Hard Copy - Contact Head's PA	1p/sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard Copy Contact Head's PA	1p/sheet
School prospectus	Web-site www.manwoods.co.uk or Hard Copy – Contact Head's PA	Free Free
Annual Report	N/A	
Staffing structure	Hard Copy – Contact Head's PA	1p/sheet
School session times and term dates	Web-site www.manwoods.co.uk	Free
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(Hard Copy and/or website www.manwoods.co.uk)	

Freedom of Information

Information available from Sir Roger Manwood's School under the publication scheme

Annual budget plan and financial statements	Annual Report web-site www.manwoods.co.uk	
Capitalised funding	Hard Copy Contact Business Manager	1p/sheet
Additional funding	Hard Copy Contact Business Manager	1p/sheet
Procurement and projects	Hard Copy Contact Business Manager	1p/sheet
Pay policy	Hard Copy Contact Business Manager	1p/sheet
Staffing and grading structure	Hard Copy Contact Business Manager	1p/sheet
Governors' allowances	Hard Copy Contact Business Manager	1p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy or website www.manwoods.co.uk)	
Current information as a minimum		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Web-site https://www.compare-school-performance.service.gov.uk/school/136501 Web-Site www.manwoods.co.uk https://reports.beta.ofsted.gov.uk/provider/23/136501	
Performance management policy and procedures adopted by the governing body.	Hard Copy Contact Head's PA	1p/sheet
Schools future plans	In Annual Report on web-site	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(Hard Copy or website www.manwoods.co.uk)	
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Web-site www.manwoods.co.uk	

Freedom of Information

Information available from Sir Roger Manwood's School under the publication scheme

Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy Contact Head's PA	1p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy Contact Head's PA	1p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard Copy or website www.manwoods.co.uk)	
School policies including: <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 	Hard Copy, other than Complaints Policy which is on the web-site www.manwoods.co.uk Contact Head's PA	1p/sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Curriculum • Sex education • Special educational needs • Accessibility • Collective worship • Careers education • Pupil discipline 	Hard Copy Contact Head's PA	1p/sheet
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) 	Hard Copy Contact Head's PA	Free

Freedom of Information

Information available from Sir Roger Manwood's School under the publication scheme

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.	Web-site www.manwoods.co.uk	
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	Hard Copy Contact Head's PA	1p/sheet
Disclosure logs	Inspection Only Contact Head's PA	N/A
Asset register	Inspection Only Contact Business Manager	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy	
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	Web-Site www.manwoods.co.uk or Hard Copy Contact Head's PA	Free
Out of school clubs	Web-Site www.manwoods.co.uk or Hard Copy Contact Head's PA	Free
School publications	Hard Copy of Manwoodian Magazine Contact school Office	£10.00
Services for which the school is entitled to recover a fee, together with those fees	N/A	
Newsletters	Web-Site www.manwoods.co.uk Hard Copy Contact Head's PA	Free

Freedom of Information

Information available from Sir Roger Manwood's School under the publication scheme

PA to the Headteacher, Sir Roger Manwood's School, Manwood Road, Sandwich, CT13 9JX
Tel: 01304 613286, Fax: 01304 615336, email: head@srms.kent.sch.uk

The Business Manager, Sir Roger Manwood's School, Manwood Road, Sandwich, CT13 9JX

Web-Site – www.manwoods.co.uk

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 1p per sheet (black and white copying/printing)
	Postage	Actual cost of Royal Mail standard 2 nd class