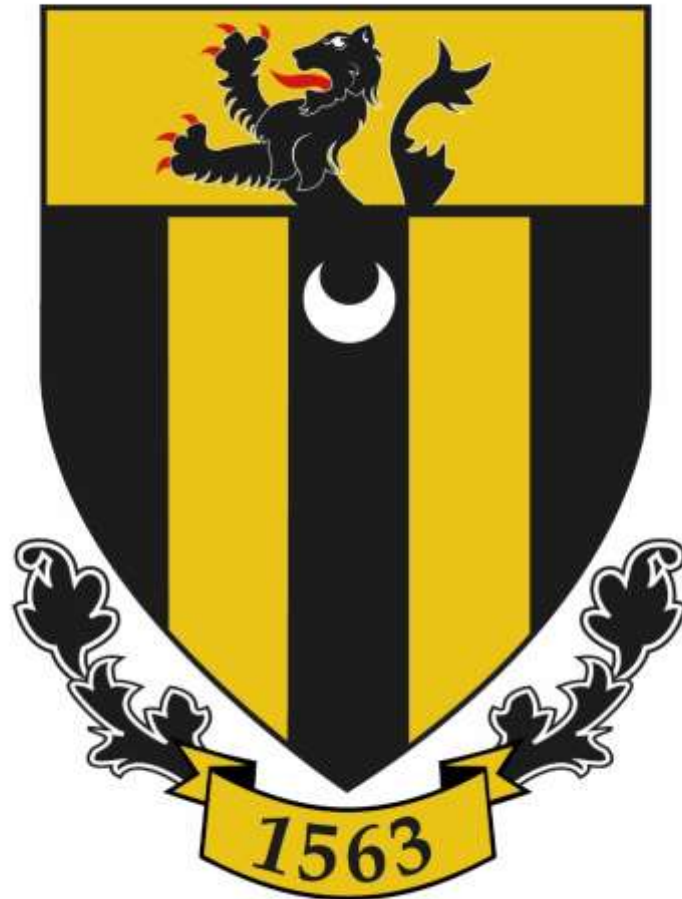


# Sir Roger Manwood's School



## Freedom of Information Publication Scheme Policy

**Date of Approval: September 2019**

**Next Review: September 2022**

## **Introduction**

The Freedom of Information Act 2000 requires all public authorities (including schools) to produce a register of all of the types of information that they will make available to the public. This publication scheme follows a model approved by the Information Commissioners Office.

This scheme is not a list of individual publications but rather a description of the classes of types of information that we are committed to publishing. This list is not an exhaustive list of all of the types of information that we publish. We try to proactively publish as much information as we can where the information would have a wider public interest.

This scheme does not include information that we consider to be sensitive, such as personal information, information prevented from disclosure by law or information about security matters.

## **Classes of Information**

There are six classes of information that we hold: -

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- The services we offer

## **Making Information Available**

Information will generally be made available on the school website. Where it is not possible to include this information on the school website, or when an individual does not wish to access the information by the website the school will indicate how information can be obtained by other means and provide it by those means. This may be detailed in response to a request or within the scheme itself. This will usually be by way of a paper copy.

In some exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we shall do so.

## **Charges for Information Published Under this Scheme**

The school may charge individuals for information published under this scheme. The purpose of this scheme is to make the maximum amount of information readily

available at the minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges will be made to cover:

- Photocopying
- Postage and Packaging
- The costs directly incurred as a result of viewing information

Single copies of information requested which are covered by the publication scheme will be provided free unless otherwise stated within the scheme. If the request involved a large amount of photocopying, printing or postage, then this may be at a cost. If this is the case we will let you know as well as let you know the cost before fulfilling your request.

### **How to request information**

If you require a paper version of any of the documents within the scheme please contact the school.

Please mark all correspondence "Publication Scheme Request" in order to help us process your request quickly. If the information you are looking for isn't available via the scheme, you can still contact the school to ask if we have this information.

## The Publication Schedule

| Who we are and what we do                                    | Description   |
|--|---|
| Information relating to the Governing Body                   | <p>Information contained in official governing body documents:-</p> <ul style="list-style-type: none"> <li>• Names and category of governor</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if it lasts less than 4 years and the name of anybody entitled to appoint any category of governor.</li> <li>• Category of the school</li> <li>• A statement on progress in implementing the action plan drawn up following an inspection</li> <li>• Agreed minutes from governor's Board and committee meetings</li> <li>• A financial statement – including gifts made to the school and amounts paid to the governors for expenses</li> <li>• Information about the implementation of the governing body's policy on pupils with special educational needs and any changes to the policy during the last year</li> <li>• A description of arrangements for the admission of pupils with disabilities, including details of the steps to prevent disabled students being treated less favourably than other pupils, details of existing facilities to assist access to the school by pupils with disabilities, the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>• A statement of policy on whole staff development identifying how teacher's professional development impacts on teaching and learning.</li> <li>• Number of pupils on roll and rates of pupils authorised and unauthorised absence</li> <li>• Instruments of government, eg. Article of Association and Funding Agreement.</li> </ul> |
| Information relating to the day to day running of the school | <ul style="list-style-type: none"> <li>• The name, address, website and telephone number of the school and the type of school</li> <li>• The name of the Headteacher</li> <li>• The school's staffing structure</li> <li>• The school's policy on providing for pupils with special educational needs</li> </ul>  |

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|--|--|
|  | <ul style="list-style-type: none"> <li>• Statement on the schools aims and values</li> <li>• The school is determined admissions arrangements.</li> <li>• School term dates</li> <li>• Uniform</li> <li>• Number of pupils on roll and rates of student absence</li> </ul> |
|--|--|

| <b>What we spend and how we spend it</b>                        | <b>Description</b>   |
|---|--|
| Financial statement for the current and previous financial year | Relating to projected and actual income and expenditure, procurement, contracts and financial audit. Includes budget plans, financial statements and financial audit reports                           |
| Details of expenditure  | Sets out details of items of expenditure over £5,000 including the cost, name of supplier and information about the transaction, please see website  |
| Procurement and contracts                                       | Details of the procurement and contracts the school has entered into or details relating to the organisation who has carried out this process on the schools behalf (for example the local authority). |
| Pay Policy  | A copy of the pay policy that the school uses to govern staff pay.   |
| Allowances  | Details of allowances and expenses that can be incurred by staff and governors.  |
| Pupil Premium Statement   | How the school uses pupil premium.   |
| Utilities and school running expenditure                        | Details of the schools overheads and running costs.  |

| <b>What our priorities are and how we are doing</b> | <b>Description</b>   |
|---|--|
| Ofsted report                                       | A published report of the outcome of our latest Ofsted inspection.   |
| Performance Management Policy                       | Statement of procedures adopted by the Governing Body relating to the performance management of staff.   |
| Charging and remissions Policy                      | A statement of the School's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publication, music tuition, trips. |
| Health and Safety Policy and Risk Assessment        | Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.   |

|  |   |
|--|---|
| Staff Conduct, Discipline and Grievance Policies | Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.  |
| Curriculum circulars and Statutory Instruments   | Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the Headteacher or Governing Body relating to the curriculum. |

| <b>Our policies and procedures</b>       | <b>Description</b>   |
|--|--|
| Behaviour Policy                         | Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying.  |
| Child protection and safeguarding policy | Statement of policy for safeguarding and promoting welfare of pupils at the school.  |
| Complaints Policy                        | Statement of procedures for dealing with complaints  |
| Curriculum Policy                        | Statement on following the national curriculum subjects, including any syllabus used by the school.  |
| Home-School Agreement                    | Written statements of the schools aims and values, the schools responsibilities, the parental responsibilities the schools expectations of its pupils for example homework arrangements. |
| Relationships and Sex Education Policy   | Statement of policy with regard to sex and relationship education  |
| SEND Policy                              | Information about the school's policy on providing for pupils with special educational needs.  |
| Single Equality Scheme                   | Statement on ensuring that the school follows and promotes equality and diversity.   |

| <b>The services we offer</b>                        | <b>Description</b>  |
|---|---|
| Extra-curricular Activities and out of school clubs | Details of these are contained in our newsletter, leaflets and on the school website. |

### **Feedback and Complaints**

We welcome any comments about this publication scheme. Any comments about this scheme should be addressed to the Headteacher.

If you are not satisfied with our response to your concerns then you can appeal to the Information Commissioner. The appeal can be made via their website or in writing to:

Customer Contact

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)