

## MANORBROOK PRIMARY SCHOOL

*Making the Most of Opportunity*

### Publication Scheme for information available under the Freedom of Information Act 2000

(December 2016 Edition, based on the ICO model publication scheme)

<b>Information to be Published</b>	<b>How it can be obtained</b>	<b>Cost</b>
<b>Class 1: Who we are and what we do</b>		
Who's who in school: Staff and Governors	Website	Free
Instrument of Government	Hard copy from school office	5p/sheet
School session times and term dates	Website	Free
<b>Class 2: What we spend and how we spend it</b>		
Our annual budget plan and financial statements	Hard copy from school office	5p/sheet
Information relating to tendering, procurement, and contracts	Hard copy from school office	5p/sheet
A summary of pupil premium funding and uses	Website	Free
A summary of sports premium funding and uses	Website	Free
<b>Class 3: What our priorities are and how we are doing</b>		
Ofsted report	Link on Website	Free
School Improvement Plan Overview	Hard copy from school office	5p/sheet
Pupil Premium Priorities	Website	Free
School performance data	Link on Website	Free
<b>Class 4: How we make decisions</b>		
Link to the LA admissions procedures, which we follow	Link on Website	Free
Agendas and minutes of meetings of the governing board. (n.b. this will exclude information that is properly regarded as private to the meetings, and recorded in confidential minutes)	Hard copy from school office	5p/sheet
<b>Class 5: Our policies and procedures</b>		
Policies and procedures relating to all aspects of the management and running of the school, including safeguarding, the curriculum, parents, staff, premises and school information.	Website (where publication is statutory) or as hard copies from the school office (for all others)	Free / 5p per sheet for copies

<b>Class 6: Lists and registers</b>		
Any currently maintained lists of resources and assets	Hard copy from school office (some may only be available by inspection)	5p/sheet
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)	Hard copy from school office	5p/sheet
<b>Class 7: The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy from school office / some on website	5p/sheet
Extra-curricular activities & out of school clubs	Hard copy from school office / some on website	5p/sheet
School publications, including information on subjects such as: How parents can support learning; the importance of attendance; start-of-year class information	Hard copy from school office / some on website	5p/sheet
Newsletters	Hard copy from school office / website	5p/sheet

### **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***

**Enquiry/Information Line: 01625 545 700**

**E Mail:** [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

**Website :** [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)