

# MANOR LEAS INFANT SCHOOL



## Learning for Life

### Freedom of Information Policy

Policy number	29
Policy revision	3
Policy reviewed	Spring 2023
Review date	Spring 2026
Committee	Full
Author	Headteacher

## Freedom of Information Policy for Manor Leas Infant School

This is Manor Leas Infant School Publication Scheme on information available under the Freedom of Information Act 2000. The Governing Body is responsible for maintenance of this scheme.

### 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 academy aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child;
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

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

### 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'. The classes of information that we undertake to make available are organised into seven broad topic areas:

- 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;
- Policies and procedures;
- Lists and registers;
- Services we offer.

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### 4. How to request information

All requests for information must be received in writing (by letter or email) to ensure that we have a clear statement of what is required. Requests should state the enquirers name and correspondence address. Once a request has been received in writing you will have a statutory right to receive the information within twenty working days. Working days refer to term time only as contained in Statutory Instrument 3364. Contact details are set out below or you can visit our website at [www.manorleasinfant.co.uk](http://www.manorleasinfant.co.uk)

Email: [enquiries@manor-leas-infant.lincs.sch.uk](mailto:enquiries@manor-leas-infant.lincs.sch.uk)

Tel: (01522) 681810

Contact Address: Manor Leas Infant School, Hykeham Road, Lincoln, LN6 8BE

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

If the information you are looking for isn't available via the scheme and isn't on our website, you can contact the school to ask if we have it. If the information requested is already held by another body, we are within our rights to refuse the request, but will direct the enquirer to the appropriate source. In some instances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

### 5. Paying for information

Most information covered by this publication is provided free of charge via our website unless stated otherwise in Section 6. If you don't have internet access you can access our website using a local library or an internet café. We may charge a fee for photocopying / printing / postage of longer documents where the information is not listed in our publication scheme as being available either free of charge or at a standard charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Equality Act. If we intend to charge we will let you know in advance what the charge will be (through a fees notice) and will provide the information when we receive payment. The time allowed for us to provide the information does not include the period between issuing the fees notice and the receipt of the payment.

### 6. Guide to information available from Manor Leas Infant School under the ICO model publication scheme

The school website is [www.manorleasinfant.co.uk](http://www.manorleasinfant.co.uk)

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> <i>(Organisational information, structures, locations and contacts)</i> This will be the current information only		
Who's who in the school	Website	Free
Who's who on the Governing Body and the basis of their appointment	Website	Free

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Instrument of Government	Website	Free
Contact details for the Headteacher and for the Governing Body, via the school (named contacts where possible)	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
<b>Class 2 - What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> Current financial year as a minimum		
Annual Budget Plan and financial statements	Hard copy Contact School Office	10p/sheet
Capital funding	Hard copy Contact School Office	10p/sheet
Pay policy	Hard copy Contact School Office	Free 10p/sheet
Staffing and grading structure	Hard copy Contact School Office	Free 10p/sheet
Governors' allowances	Hard copy Contact School Office	Free 10p/sheet
<b>Class 3 - What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> Current information as a minimum		
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report</li> </ul>	Website	Free
Appraisal policy and procedures adopted by the Governing Body	Hard copy Contact School Office	10p/sheet
Schools future plans	Hard copy Contact School Office	10p/sheet
<b>Class 4 - How we make decisions</b> <i>(Decision making processes and records of decisions)</i> Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission	Website - current	Free

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decisions)	Hard copy - for past copies	10p/sheet
Agendas and minutes of meetings of the Governing Body (N.B. this will exclude information that is properly regarded as private to the meetings)	Available for inspection Contact School Office	Free
<b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: 1. Charging and Remissions 2. Health and Safety 3. Complaints procedure 4. Information request handling 5. Equality 6. Staff Code of Conduct 7. Discipline and Grievance	Website Policies 1 - 6  Hard copy Contact School Office	Free  10p/sheet
Pupil and curriculum policies, including: 1. Home-School Agreement 2. Curriculum 3. Special Educational Needs 4. Behaviour 5. Attendance 6. Sex and Relationships Education 7. Accessibility Plan 8. e-Safety	Website	Free
Records management and personal data policies, including: 1. General Data Protection Regulation policy 2. Information security policies 3. Records retention destruction and archive	Website	Free
<b>Class 6 - Lists and Registers</b> Currently maintained lists and registers only		
Asset register	Inspection Only	Free
Disclosure logs	Inspection Only	Free
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Inspection Only	Free
<b>Class 7 - The services we offer</b> Current information only		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees (School Hall letting)	Apply to the Senior Administrator via	

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	the School Office	
School publications, leaflets, books and newsletters	Website	Free

<b>SCHEDULE OF CHARGES</b>	
Photocopying, printing or emailing information as an attachment	10p per sheet (black and white)
Postage	Actual cost of Royal Mail standard post for 1 <sup>st</sup> or 2 <sup>nd</sup> class
Staff time	£50 per hour (anticipated cost of staff time in retrieving and reproducing information)

### 7. Key personnel

Any member of Manor Leas Infant School can accept a request for information as long as it fulfils the criteria set out in Section 4. The request for information must be forwarded to the Headteacher as soon as possible. The Governing Body is responsible for ensuring a policy is in place and its effectiveness is monitored.

The Senior Administrator is responsible for recording the requests for information, the action taken and the responses made.

The Headteacher has day to day responsibility for deciding whether a request is in line with the Freedom of Information Act and will delegate the collation of information appropriately.

### 8. 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 the complaint cannot be resolved by the Headteacher, it can be referred to the Chair of Governors. Correspondence should be sent to the school. Following this, if the complaint remains unresolved 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

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

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

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### 9. Policy Review

The Headteacher and staff will review this policy and present any amendments to the Governors for discussion in Spring 2026. This policy is signed on behalf of the Governing Body by:

\_\_\_\_\_  
Chair of Governors

\_\_\_\_\_  
Date