

Freedom of Information Policy and Model Publication Scheme

Guide to information available from The Willows and Haveley Hey Schools under the model publication scheme

To request hard copies or to inspect any material, please contact: School Administrator at The Willows Primary School on admin@willows.manchester.sch.uk.

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (current information)		
Who's who in the school	Key contacts on website; full list available on request	Free
Who's who on the Trustees, Board of Directors and Governing Committees and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Website	Free
Contact details for the Head teachers and for the Board and Governing Committees, via the school	Website	Free
School prospectus	Hard copy	Free

Annual Report of Trust	Website	Free
Staffing structure	On request	Free
School session times and term dates	Website Prospectus	Free
Address of school and contact details, including email address.	Website, prospectus	Free
Class 2 – What we spend and how we spend it (Current and previous financial year)		
Annual budget plan and financial statements	On request	Actual cost
Capital/capitalised funding	On request	Actual cost
Additional funding	On request	Actual cost
Procurement and Projects	On request	Actual cost
Pay policy	On request	Free
Staffing, pay and grading structure, by pay bands.	On request	Actual cost
Governors' allowances and total payments made to individual governors.	Website	Free
Class 3 – What our priorities are and how we are doing (current information)		
<ul style="list-style-type: none"> • Performance data supplied to the Department for Education / Education Funding Agency • Performance data supplied by these bodies • The latest Ofsted reports <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plans 	Website On request	Free Free
Appraisal (performance management) policy and procedures adopted by the Board	On request	Free
The school's future plans	On request	Actual cost

Safeguarding and child protection – policies and procedures	Website	Free
Class 4 – How we make decisions (Current and previous three years)		
Admissions policy/decisions (excluding individual admission decision)	Website / On request	Free/ Actual cost
Agendas and minutes of meetings of the Trustees, Board and Governing Committees and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy on request	Free/ Actual Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) 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, or by English government. These will include policies and procedures for handling information.	Hard copy or website	Free/ Actual Cost
Trust and school policies including <ul style="list-style-type: none"> • Pupil behaviour • Sex education • SEN and Accessibility plan • Complaints procedure • Equality information and objectives • Procedures for allegations of abuse against staff • Whistleblowing policy • Attendance policy • Teaching and learning policy • Health and Safety and associated procedures • School Improvement Plans • Curriculum / subject information • Staff capability procedure 	Website or by request	Free

<ul style="list-style-type: none"> Staff discipline and grievance procedures 	On request	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Data protection (including information sharing policies) 	On request Website	Free Free
Charging regimes and policies. <ul style="list-style-type: none"> Charging and remissions policy (school activities) No charge will be made for information routinely published, eg school prospectus. A charge may be made for providing hard copies of other material (see below) 	CoSST website	
Class 6 – Lists and Registers (Currently maintained lists and registers. This does not include the attendance register).		
Register of business interests of trustees and directors	CoSST website	Free
Curriculum circulars and statutory instruments	Provided on DfE/OFSTED websites : http://www.education.gov.uk/ http://www.ofsted.gov.uk/	
Disclosure logs (of FOI requests)	Available for inspection	Free
Asset register	Available for inspection	
Any information the school is currently legally required to hold in publicly available registers	On request	
Class 7 – The services we offer (Current Information)		
Extra-curricular activities	Website/on request	Free
Out of school clubs	Website/on request	Free
Parent/carer newsletters and other leaflets	Website/on request	Free
Services for which the school is entitled to recover a fee, together with those fees	Website/on request	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	n/a	

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Note: Charges have been set in compliance with the FOI and guidance. If the cost of compliance with the request in its entirety is estimated to exceed £450, or if the cost of confirming or denying whether the requested information is held exceeds this limit, the Trust may under section 12 of FOIA decide not to deal with the request. In such a case it may if appropriate advise on how the request can be refined so that it does not exceed the limit.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	<ul style="list-style-type: none"> Staff time required to determine whether information is held; locate the information or a document containing it; retrieve the information or a document containing it; and extract the information or a document containing it. Other costs as described in the ICO guidance 	<ul style="list-style-type: none"> Staff time, calculated at £25/hr Actual costs

How a FOIA will be dealt with in the Trust

The school administrator acts as the Freedom of Information Officer for the Trust and all requests should be sent to admin@willows.manchester.sch.uk or by post

Once received it will be dealt with in accordance with ICO guidelines and be referred to a member of the executive team for a response within the necessary timescales.