



# **Marriott Primary**

Achieving Together

## **MARRIOTT PRIMARY SCHOOL PUBLICATION SCHEME (FREEDOM OF INFORMATION ACT 2000)**

<b>Adopted</b>	<b>25<sup>th</sup> January 2022</b>
<b>Signed (Chair of Governors)</b>	<b>Steve Wilson</b>
<b>Reviewed (Due January 2025)</b>	
<b>Signed (Chair of Governors)</b>	

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## Introduction

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. The school has adopted the Information Commissioner's Office (ICO) model publication scheme.

## The Scheme

This model publication scheme commits the school to make information available to the public as part of its compliance with the Freedom of Information Act which requires every public authority to have a publication scheme and to publish the information covered by the scheme.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## Classes of information

- 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.
- Lists and registers.
- The services we offer.

The classes of information will *not* generally include:

- Information the disclosure of which is prevented by law, exempt under the Freedom of Information Act, or otherwise properly considered to be protected from disclosure, for example personal data.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

## The method by which information published under this scheme will be made available

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on a website. Where it is impracticable to make information available on a 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.

In 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 the school is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at 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 a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as photocopying, postage and packaging and any costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by the school, justified, and are in accordance with this published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing to the School Business Manager at \*\* when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Who we are and what we do</b> For example; current organisational information, structures, locations and contacts.	
School staff and structure	Contact School Business Manager via school office
Governing Body	School website, Clerk to Governors
School session times, term dates and holidays	School website
Location and contact information – address, telephone number and website	School website
Contact details for the Head teacher and the Governing Body	School website, school office, Clerk to Governors
<b>What we spend and how we spend it</b> For example financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	
Annual budget plan and financial statements	Contact School Business Manager via school office
Capital funding	
Additional funding	
Procurement and projects	
Staffing and grading structure	
Pay Policy	
Governors' allowances	
<b>What our priorities are and how we are doing</b> For example strategies and plans, performance indicators, audits, inspections and reviews.	
Government supplied performance data	Available online at <a href="http://www.education.gov.uk/schools/performance">http://www.education.gov.uk/schools/performance</a>
The latest Ofsted report	Available online at <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> and via school website
Performance management information	Contact School Business Manager via school office
School's future plans	Contact School Business Manager via school office
Child protection – policies and procedures on safeguarding and promoting the welfare of children	School website

<p><b>How we make decisions</b> For example decision making processes and records of decisions</p>	
<p>Admissions policy, arrangements and procedures and right of appeal</p>	<p>School website, contact School Business Manager via school office</p>
<p>Governing body meeting agendas, papers and minutes—information that is properly considered to be private should be excluded.</p>	<p>Contact Clerk to Governors via school office</p>
<p><b>Our policies and procedures</b> For example current written protocols, policies and procedures for delivering our services and responsibilities</p>	
<p>Academy policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay Policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	<p>Contact School Business Manager via school office. Certain policies will also be published on the school website</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>Contact School Business Manager via school office. Certain policies will also be published on the school website</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention and destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Contact School Business Manager via school office</p>
<p>Charging regimes and policies.</p>	<p>School website</p>

<b>Lists and Registers</b>	
Curriculum circulars and statutory instruments	Contact School Business Manager via school office
Disclosure logs	Contact School Business Manager via school office
Asset register	Contact School Business Manager via school office
Any information the school currently legally required to hold in publicly available registers	Contact School Business Manager via school office
<b>The services we offer</b>	
For example information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	
Extra-curricular activities – lunchtime and after school	Contact School office
Out of school clubs	Contact School office
School publications	School website
Services for which the school is entitled to recover a fee, together with those fees	Contact School Business Manager via school office
Leaflets, books and newsletters	School website

### Schedule of charges

This describes how the charges have been arrived at.

<b>Type of charge</b>	<b>Description</b>	<b>Basis of charge</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 50p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the school

### Further information

If you need any more information about this or need assistance with any other aspect of freedom of information, please visit our website: [www.marriott.leicester.sch.uk](http://www.marriott.leicester.sch.uk)

or contact us at: 0116 2832433

or via email: [admin@marriott.leicester.sch.uk](mailto:admin@marriott.leicester.sch.uk)