



## MANOR CE ACADEMY'S PUBLICATION SCHEME

### (information available under the Freedom of Information Act 2000)

#### 1. Introduction

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 academies, 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:

- ensure that its Christian tradition is expressed in the values it upholds, in the whole curriculum and in its daily living.
- provide the highest possible standard of education, in accordance with national requirements, so that all students can develop their talents to the full.
- provide a range of courses, appropriate to the ability of the students, so that on leaving school they are competent to respond to the challenges and opportunities in all aspects of adult life, and able to move with confidence into further education and employment, and this publication scheme is a means of showing how we are pursuing these aims.

#### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the academy by telephone, email, fax or letter. Contact details are set out below. [or you can visit our website at [www.manorceacademy.org](http://www.manorceacademy.org)]

Email: [admin@manorceacademy.org](mailto:admin@manorceacademy.org)

Tel: 01904 798722

Fax: 01904 782902

Contact Address: Manor CE Academy, Millfield Lane, York, YO26 6PA

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

If the information you're looking for isn't available via the scheme [and isn't on our website], you can still contact the academy to ask if we have it.

## 5. **Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

## Freedom of Information

### Guide to information available from Manor CE Academy under the publication scheme

Information to be published	How the information can be obtained
<b>Who we are and what we do (Organisational information, structures, locations and contacts)</b> This will be current information only	hard copy and/ or website
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website
Academy Order (if applicable)	n/a
School staff and structure – names of key personnel	Website, Prospectus
Governing body – names and contact details of the governors and the basis of their appointment	Website
School session times, term dates and holidays	hard copy and/ or website
Location and contact information – address, telephone number and website	Website, Prospectus
Contact details for the Principal and the Governing Body	Website
School Prospectus	hard copy and/ or website
GCSE results – a link to the data on the Department for Education’s website	Website

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>What we spend and how we spend it</b>  This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Education Funding Agency)</p>	Available on request
Annual budget plan and financial statements	Available on request
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Available on request
Additional funding – Income generation schemes and other sources of funding.	Available on request
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Available on request
Staffing and grading structure	As City of York Council
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Available on request
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Available on request

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	hard copy and/ or website
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	<p>Link on website</p> <p>Website</p>
Performance management information	Available on request
Academy's future plans	Available on request
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website/hard copy

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Decisions primarily made by Academy Leadership Team, Wider Leadership Team, Full governing body and governor committees.</p> <p>Current and previous three years as a minimum</p>	Available on request
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website/ Available on request
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Available on request

Information to be published	How the information can be obtained
<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>hard copy and/ or website</p>
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> </ul>	<p>Website Website Website On request On request On request</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Child Protection</li> <li>• Sex and relationships</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Behaviour for Learning Policy</li> <li>• Exclusion Procedures</li> <li>• Mobile Phone Policy</li> <li>• Photographic Images</li> </ul>	<p>Website On request Website Website Website/ hard copy On request On request On request Website Website Website Website</p>
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	<p>On request On request On request</p>
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff – details of vacancies should be included</li> </ul>	<p>On request</p>
<p>Charging regimes and policies This should include details of any statutory charging regimes.</p>	<p>On request</p>

Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	
<b>Lists and Registers</b>  Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)
Curriculum circulars and statutory instruments	On request
Disclosure logs	On request
Asset register	On request

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>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 and/ or website; some information may only be available for inspection)
Extra-curricular activities	Website
Out of school clubs	Website
School publications	Website
Services for which the Academy is entitled to recover a fee, together with those fees	On request
Leaflets, booklets and newsletters	Website

Date Agreed \_\_\_\_\_ Signed \_\_\_\_\_

Chair of Finance Committee

Review Date Spring 2016

Two examples of how the policy has recently been implemented:

1.

2.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chair of Finance Committee