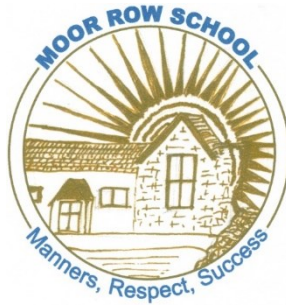


# Moor Row Primary School

## 'Learning for Life'



## FREEDOM OF INFORMATION

Approved by	
Name:	Agreed at Governing board meeting 8.5.24
Date:	May 2024
Proposed review date <sup>2</sup> :	May 2025

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 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 school 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'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- **Class 1: Who we are and what we do** (organisational information, structures, locations & contacts)
- **Class 2: What we spend and how we spend it** (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)
- **Class 3: What our priorities are and how we are doing** (Strategies and plans, performance indicators, audits, inspections and reviews)
- **Class 4: How we make decisions** (Decision making processes and records of decisions)
- **Class 5: Our policies and procedures**
- **Class 6: Lists & Registers** (currently maintained lists and registers – this does not include the attendance register)
- **Class 7: The service we offer** (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

## **4. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

Email: office@moor-row.cumbria.sch.uk

Tel: 01946 810620

Contact Address: Moor Row School  
Moor Row  
Cumbria  
CA24 3JW

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 you can still contact the school to ask if we have it.

## 5. Paying for information

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. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Classes of Information Currently Published

**Class 1: Who we are and what we do** (organisational information, structures, locations & contacts)

Class 1	Description
	Name, address, telephone number & email of the school Who's who in the school – including the Governing board & the basis of their appointment, as well as articles of association. Staffing Structure Names of the head teacher and chair of governors Information on the school policy for admissions A statement of the school's ethos and values Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils Information about the school's policy on providing for pupils with special educational needs National Curriculum assessment results for appropriate Key Stages, with national summary figures School session times and term dates

**Class 2: What we spend and how we spend it** (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Class 2	Description
	Annual budget plan and financial statements Capital funding Financial audit reports Details of expenditure items over £2000 – published at least annually Procurement and contracts the school has entered into. Pay policy Staffing pay and grading system Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.

**Class 3: What our priorities are and how we are doing**

Class	Description
	Performance data supplied to the Government, or a direct link to the data. The latest Ofsted Report Post inspection action plan Performance management policy and procedures adopted by the Governing body The school's future plans; for example, proposals for any consultations on the future of the school, such as a change to status. Safeguarding and Child protection policy

#### Class 4: How we make decisions

Class	Description
	Admission policy / decisions (not individual decisions) Agendas and minutes of the meetings of the Governing body and its committees

#### Class 5: Our policies and procedures

Class	Description
	Charging and Remissions Policy - A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips Health and Safety Policy and risk assessment - Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy. Data protection policy Relationships, Sex Education (RSE) Policy Special Education Needs & Disability (SEND) Policy

#### Class 6: Lists & Registers

Class	Description
	Curriculum circulars and statutory instruments Disclosure logs Asset register Any information the school is currently legally required to hold in publicly available registers

**Class 7: The service we offer** (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Class	Description
	Extra-curricular activities Out of school clubs Services for which the school is entitled to recover a fee, together with those fees School publications, leaflets and newsletters.

### 7. Feedback, Concerns 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 identify a concern or make a complaint then initially this should be addressed to The Headteacher, Moor Row Primary School, Moor Row, Cumbria, CA24 3JW. If you are not satisfied with the assistance that you get or if we have not been able to resolve your concern or 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

Or

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)