



This is Mason Moor Primary School's Publication Scheme on information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

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 and we also intend to make it all available on our website.

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.

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 four broad topic areas:

- Governors' Documents – information related to the governance of the school
- Pupils and Curriculum – information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to the school - information about policies that relate to the school in general.

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, or you can visit our website at www.masonmoorprimary.co.uk

Email: info@masonmoorprimary.co.uk
 Tel: 023 8039 0140
 Contact Address: Helvellyn Road, Millbrook, Southampton, Hampshire, SO16 4AS

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 school to ask if we have it.

Your request will be responded to within 20 days. You will be informed if we do not hold any information falling within the scope of your request.

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.

Hard copies of information are charged at the prevailing rate per page currently set in school. Postage costs are also charged.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
	WWW: Website - free HC: Hard Copy – on request for the cost of copying & postage
CLASS 1 - WHO WE ARE AND WHAT WE DO (organisational information, structures, locations and contacts)	
Who's who in the school	WWW
Who's who on the governing body and the basis of their appointment	WWW
Instrument of Government	WWW
Contact details for the Head Teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	WWW
Staffing structure	WWW
School session times and term dates	WWW
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)	
Annual budget plan and financial statements	HC
Capitalised funding	HC

Additional funding	HC
Procurement and projects	HC
Pay policy	https://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2016
Staffing and grading structure	HC
Governors' allowances	HC
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews)	
The Latest OFSTED Report	WWW
Government supplied performance data	WWW
Performance management policy and procedures adopted by the governing body.	HC
Schools future plans	HC
CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions)	
Admissions policy/decisions (not individual admission decisions)	www.southampton.gov.uk
Agendas of meetings of the governing body and (if held) its sub-committees	HC
Minutes of meetings (as above) – (NB this will exclude information that is properly deemed private and confidential)	HC
CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Statutory Governors Policies as required by the DfE	WWW HC
Pupil and curriculum policies	WWW HC
Records management and personal data policies	WWW HC
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include 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.	WWW HC
CLASS 6 – LISTS AND REGISTERS	
Curriculum circulars and statutory instruments	HC
Disclosure logs	HC
Asset register	HC

Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)	HC
CLASS 7 – THE SERVICES WE OFFER (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Some information may only be available by inspection)	
Extra-curricular activities	WWW
Out of school clubs	WWW
School publications	WWW HC
Services for which the school is entitled to recover a fee, together with those fees	WWW HC
Leaflets books and newsletters	WWW HC

Schedule of Charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (£25 per hour per person)

January 2017