



**MOOR PARK
PRIMARY SCHOOL
AND NURSERY**

**FREEDOM OF INFORMATION
PUBLICATION SCHEME**

June 2022

'Moor Park Primary is a Happy, Caring School where Everyone Matters'

Policy	Freedom of Information Publication Scheme
Blackpool Council model policy	None available <i>ICO model policy followed</i>
Reviewed by	Deborah Makin
Date	June 2022
Approval level	Headteacher
Adopted	01/07/2022
Next review due	June 2025

This is Moor Park Primary School’s Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner and available on our website.

1. Information available on request

This publication scheme covers information already published and information that is to be published in the future. Some information which we hold may not be made public, for example personal information.

This publication scheme identifies;

- The classes of information we publish or intend to publish
- The format in which the information will be made available
- Whether the information is available free of charge or on receipt of a payment.

2. 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.

To help us process your request quickly, please clearly mark any correspondence ‘Freedom of Information Publication Scheme Request’.

Telephone: 01253 353034

Email: admin@moor-park.blackpool.sch.uk

Address: 74 Moor Park Avenue, Blackpool, FY2 0LY

3. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 4. If your request means that we have to do a considerable amount of photocopying or printing or pay a large postage charge, we will let you know the costs before fulfilling your request.

4. Classes of information currently published

Information to be published	How the information can be obtained	Cost
CATEGORY 1: Who we are and what we do		
Organisational information, structures, locations and contacts. This will be current information only	Website School brochure School office request	Free

School Brochure	Website	Free
Staffing structure and contact details	Website School Office request	Free
Governing Board structure and contact details	Website School Office request	Free
Instrument of Governance and Constitutional details	School Office request	Free
School session times and term dates	Website School Office request	Free
CATEGORY 2: What we spend and how we spend it		
Annual budget plan and financial statements	Hard copy on request	Charge – see below
Capital funding	Hard copy on request	Charge – see below
Procurement and projects	Hard copy on request	Charge – see below
Pay Policy	Hard copy on request	Charge – see below
Financial audit reports	Hard copy on request	Charge – see below
Details of premium funding such as Pupil Premium	Hard copy on request	Charge – see below
CATEGORY 3: What our priorities are and how we are doing		
School Improvement Plan	Hard copy on request	Charge – see below
Performance management procedures	Hard copy on request	Charge – see below
Latest Ofsted report	Website Hard copy on request	Free
National tests assessment data	Website www.get-information-schools.service.gov.uk	Free

Schools future plans for example proposals for consultation	Hard copy on request	Charge – see below
CATEGORY 4: How we make decisions		
Agreed minutes from Governing Board and committee meetings (this will exclude information that is formally classed as confidential)	Hard copy on request	Charge – see below
Admissions Policy	Website Hard copy on request	Free
CATEGORY 5: Our policies and procedures		
School policies including; <ul style="list-style-type: none"> • Charging & Remissions Policy • Health & Safety Policy • Equality & Diversity Policy • Safeguarding & Child Protection Policy • School Complaints Policy • Governor Allowances Policy • First Aid Policy • Early Career Teacher Induction Policy • Premises Management Documents 	Website Hard copy on request	Free Charge – see below
Pupil and curriculum policies including; <ul style="list-style-type: none"> • PSHE Policy (including RSHE) • Special Educational Needs Policy • Accessibility Plan • Behaviour Policy 	Website Hard copy on request	Free Charge – see below
Records management and personal data policies including; <ul style="list-style-type: none"> • Records retention destruction and archive policies • GDPR Policy • Privacy notices 	Website Hard copy on request	Free Charge – see below
CATEGORY 6: Lists and Registers		
DBS & Safeguarding logs	By inspection only	

Any information the school is currently legally required to hold in publicly available registers	By inspection only	
CATEGORY 7: The services we offer		
Extra-curricular activities	Website Hard copy on request	Free Charge – see below
Out of school clubs	Website Hard copy on request	Free Charge – see below

5. Schedule of charges

Type of charge	Description	Basis of charge
Disbursement charge	Photocopying/printing @ 1p per sheet (black & White)	Actual cost to school
Postage	Cost of 2 nd class stamp	Actual cost of Royal Mail postage

6. Timeframes

A request for information will be met within 20 school days of the school receiving it, or 60 working days if this is shorter. Working day means any day other than a Saturday, Sunday, school holiday and bank holidays.