



# **Morland Area C. of E. Primary School & Mini Morlanders' Pre-School**



*'A small school for all, making a big difference'*  
Set children off on the way they should go, and even when they are old they will not turn from it –  
Proverbs 22:6

## **Morland Area CE SCHOOL**

# **FREEDOM OF INFORMATION PUBLICATION SCHEME**

## **2023**

<b>Approved by<sup>1</sup></b>	
<b>Name:</b>	Louise Donnelly-Stott
<b>Position:</b>	Headteacher
<b>Signed:</b>	
<b>Date:</b>	
<b>Review date<sup>2</sup>:</b>	

<sup>1</sup>The Governing Body are free to determine how to implement.

<sup>2</sup>The Governing Body are free to determine review frequency.



## Guide to information available from Morland Area CE School under the model publication scheme

Current information to be published	How you can obtain information	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).	<a href="https://primarysite-prod-sorted.s3.amazonaws.com/morland-area-ce-primary-school/UploadedDocument/b99b679ef99b47d0be93ccd03b00c4f8/morland-primary-prospectus.pdf">https://primarysite-prod-sorted.s3.amazonaws.com/morland-area-ce-primary-school/UploadedDocument/b99b679ef99b47d0be93ccd03b00c4f8/morland-primary-prospectus.pdf</a> School website <a href="http://www.morlandarea.cumbria.sch.uk">www.morlandarea.cumbria.sch.uk</a>	
Head teacher's contact details.	e- mail school <a href="mailto:admin@morlandarea.cumbria.sch.uk">admin@morlandarea.cumbria.sch.uk</a> or the clerk to governors <a href="mailto:christopher_martin@tutamail.com">christopher_martin@tutamail.com</a>	
Who's who in the school	<a href="https://www.morlandarea.cumbria.sch.uk/whos-who/">https://www.morlandarea.cumbria.sch.uk/whos-who/</a>	
Who's who on the governing body/board of governors and selection criteria for appointment.	<a href="https://www.morlandarea.cumbria.sch.uk/governors/">https://www.morlandarea.cumbria.sch.uk/governors/</a>	
Governing body's or board of governors' contact details.	e- mail school <a href="mailto:admin@morlandarea.cumbria.sch.uk">admin@morlandarea.cumbria.sch.uk</a>	
Instrument of Government/Articles of Association.	e- mail school <a href="mailto:admin@morlandarea.cumbria.sch.uk">admin@morlandarea.cumbria.sch.uk</a> or the clerk to governors <a href="mailto:christopher_martin@tutamail.com">christopher_martin@tutamail.com</a>	
School prospectus (if any).	<a href="https://www.morlandarea.cumbria.sch.uk/prospectus/">https://www.morlandarea.cumbria.sch.uk/prospectus/</a>	
School session times and term dates	<a href="https://www.morlandarea.cumbria.sch.uk/useful-information-timings-and-term-dates/">https://www.morlandarea.cumbria.sch.uk/useful-information-timings-and-term-dates/</a>	
<b>Class 2 – What we spend and how we spend it</b> Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.	(hard copy and/or website)	1 x A4 B&W = 10p 1 X A4 C = 20p Website = free

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Current information to be published	How you can obtain information	Cost
Annual budget and financial statements	Hard copy	As above
Capital funding.	Hard copy	As above
Financial audit reports.	Hard copy	As above
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Hard copy	As above
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Hard copy	As above
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy	As above
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	As above
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	Hard copy	As above
Details of any premiums we receive such as Pupil premium.	<a href="https://www.morlandarea.cumbria.sch.uk/pupil-premium/">https://www.morlandarea.cumbria.sch.uk/pupil-premium/</a>	

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Current information to be published	How you can obtain information	Cost
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>		1 x A4 B&W = 10p 1 X A4 C = 20p Website = free
Annual Report.	Hard Copy	As above
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> <li>• Summary</li> <li>• Full report</li> <li>• Post-inspection action plan</li> </ul>	<a href="https://www.morlandarea.cumbria.sch.uk/ofsted-siams-and-performance-data/">https://www.morlandarea.cumbria.sch.uk/ofsted-siams-and-performance-data/</a>	
Performance tables	<a href="https://www.morlandarea.cumbria.sch.uk/ofsted-siams-and-performance-data/">https://www.morlandarea.cumbria.sch.uk/ofsted-siams-and-performance-data/</a>	As above
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Hard Copy	As above
Our school profile and performance data supplied to the Government (GIAS)	Hard Copy	As above
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Hard Copy	As above

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Current information to be published	How you can obtain information	Cost
<p><b>Class 4 – How we make decisions</b></p> <p>Our decision-making processes and records of decisions. Current and previous three years as a minimum.</p>		
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	<a href="https://www.morlandarea.cumbria.sch.uk/admissions/">https://www.morlandarea.cumbria.sch.uk/admissions/</a>	
Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it.	<a href="https://www.morlandarea.cumbria.sch.uk/governors/">https://www.morlandarea.cumbria.sch.uk/governors/</a>	
<p><b>Class 5 – Our policies and procedures</b></p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.</p>	<a href="https://www.morlandarea.cumbria.sch.uk/policies/">https://www.morlandarea.cumbria.sch.uk/policies/</a>	1 x A4 B&W = 10p 1 X A4 C = 20p Website = free
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	As above	As above
Safeguarding and child protection, including protecting children's personal data.	As above	As above
Equality and Diversity.	As above	

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Current information to be published	How you can obtain information	Cost
Policies and procedures relating to recruitment and human resources.	As above	As above
Special educational needs and disability.	As above	As above
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	As above	As above
Pay Policy	Hard Copy	As above
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing and CCTV usage policies)</li> </ul>	<a href="https://www.morlandarea.cumbria.sch.uk/policies/">https://www.morlandarea.cumbria.sch.uk/policies/</a>	As above
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	<a href="https://www.morlandarea.cumbria.sch.uk/policies/">https://www.morlandarea.cumbria.sch.uk/policies/</a>	As above

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Current information to be published	How you can obtain information	Cost
<b>Class 6 – Lists and Registers</b> Lists and registers we currently maintain (does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	1 x A4 B&W = 10p 1 X A4 C = 20p
Curriculum circulars and statutory instruments	Hard copy	As above
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Hard copy	As above
Disclosure logs i.e., information provided in response to FOIA requests	Hard copy	As above
Asset register and Information Asset register	Hard copy	As above
Any information we are currently legally required to hold in publicly available registers	Hard copy	As above
<b>Class 7 – The services we offer</b> Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	(hard copy or website; some information may only be available by inspection)	1 x A4 B&W = 10p 1 X A4 C = 20p
Extra-curricular activities	<a href="https://www.morlandarea.cumbria.sch.uk/school-clubs/">https://www.morlandarea.cumbria.sch.uk/school-clubs/</a>	As above



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Out of school clubs	<a href="https://www.morlandarea.cumbria.sch.uk/school-clubs/">https://www.morlandarea.cumbria.sch.uk/school-clubs/</a>	As above
Services for which the school is entitled to recover a fee, together with those fees	<a href="https://www.morlandarea.cumbria.sch.uk/policies/">https://www.morlandarea.cumbria.sch.uk/policies/</a>	As above
School publications, leaflets, books, and newsletters	<a href="https://www.morlandarea.cumbria.sch.uk/stream/newsletters/full/1/-//">https://www.morlandarea.cumbria.sch.uk/stream/newsletters/full/1/-//</a>	As above
<b>Additional Information</b> Any information that is not itemised in the lists above		

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### Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 20p 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 (quote the actual statute)
<b>Other</b>		