

**RAMSEY MANOR LOWER SCHOOL**  
**FREEDOM OF INFORMATION PUBLICATION SCHEME**

Ramsey Manor Lower School is committed to safeguarding children and providing a safe, secure and healthy environment for them.  
Ramsey Manor Lower School is a Values Education School. Our Values underpin everything we do.

**STATUS: STATUTORY**

**DATE ADOPTED:** July 2012

Policy agreed by staff: RS date: 13.7.17

Policy agreed by Governors: SJ date: 13.7.17

Date of next review: July 2022

**1. INTRODUCTION**

Under the Freedom of Information Act 2000 (FOIA) public authorities, including 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 will be 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 scheme of publication conforms to the model scheme for schools approved by the Information Commissioner.

## **2. AIMS AND OBJECTIVES**

Ramsey Manor Lower School strives to be a happy community, which celebrates the achievements of each child regardless of ability, race, gender, beliefs or personal circumstances.

We aim to provide an environment which fosters children's curiosity and thirst to learn. They will have access to a rich and varied curriculum.

The school strives to provide a physical environment which is bright, clean and ecologically sound with an atmosphere of warmth and friendship.

We aim to work closely with local organisations and individuals, and to be a part of community life in Barton le Clay.

And this publication scheme is a means of showing how we are pursuing those aims.

## **3. CATEGORIES OF INFORMATION**

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:

*School Website* – information published on the school website.

*Governors' Documents* – information published in any governing body documents.

*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.

## **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, fax or letter. Contact details are set out below.

Contact name: Mrs Alex Freaks

Website: [www.ramseymanor.co.uk](http://www.ramseymanor.co.uk)

Email: [admin@ramseymanor.beds.sch.uk](mailto:admin@ramseymanor.beds.sch.uk)

Tel: 01582 881318

Fax: 01582 883921

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

If the information you require isn't available via the scheme you can still contact the school and ask if we have it.

### **5. PAYING FOR INFORMATION**

Information available 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 Internet café.

Single copies of information covered by this publication are 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 is indicated by a £ sign in the description box.

### **6. CLASSES OF INFORMATION CURRENTLY PUBLISHED**

<b>Class</b>	<b>Description</b>
<b>Instrument of Government</b>	<ul style="list-style-type: none"><li>• The name of the school</li><li>• The category of the school</li><li>• The name of the governing body</li><li>• The manner in which the governing body is constituted</li><li>• The term of office of each governor if less than 4 years</li><li>• The name of any body entitled to appoint any category of governor</li><li>• Details of any trust</li><li>• If the school has a religious character, a description of the ethos</li><li>• The date the instrument takes effect</li></ul>
<b>Minutes of meetings of the governing body and its committees</b>	<ul style="list-style-type: none"><li>• Agreed minutes of the governing body and its committees (current and for the last full academic year)</li></ul>

**Pupils and Curriculum Policies** –All policies can be found on our website.

