

# Philpots Manor School



## Published Guide to Information

<b>Approved by:</b>	SMT	<b>Date:</b> March 2026
<b>Last reviewed on:</b>	March 2026	
<b>Next review due by:</b>	March 2029	

Information	How the information can be obtained	Cost
<b>Class one:</b> Who we are and what we do (organisational information, structures and contacts (current information only))		
Who's who in the school	<b>Website:</b> <a href="https://philpotsmanorschool.co.uk/our-team/">https://philpotsmanorschool.co.uk/our-team/</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page (hard copy)
Instrument of Government/Articles of Association	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)
Contact details for the Headteacher via the school (named contacts where possible)	<b>Website:</b> <a href="https://philpotsmanorschool.co.uk/contact-us/">https://philpotsmanorschool.co.uk/contact-us/</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page (hard copy)
Staffing structure	<b>Website:</b> <a href="https://philpotsmanorschool.co.uk/our-team/">https://philpotsmanorschool.co.uk/our-team/</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page (hard copy)
School session times and term dates	<b>Website:</b> <a href="https://philpotsmanorschool.co.uk/term-dates/">https://philpotsmanorschool.co.uk/term-dates/</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page (hard copy)
Address of school and contact details, including email address	<b>Website:</b> <a href="https://philpotsmanorschool.co.uk/contact-us/">https://philpotsmanorschool.co.uk/contact-us/</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page (hard copy)

Information	How the information can be obtained	Cost
<b>Class two:</b> What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous financial year, as a minimum)		
Financial statements	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)
Financial audit reports	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)
Procurement and contracts the school has entered into, or information relating to/a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)
Pay policy	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)

Information	How the information can be obtained	Cost
<b>Class three:</b> What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
School profile (if any)  And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government or a direct link to the data</li> <li>• the latest Ofsted report</li> <li>• Post-inspection action plan</li> </ul>	<b>Website:</b> <a href="https://philpotsmanorschool.co.uk/policies-reports/">https://philpotsmanorschool.co.uk/policies-reports/</a>  Hard copy: available upon request – contact school	Free  5p per page (hard copy)
Performance management policy and procedures	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)
Performance data or a direct link to it	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)
Safeguarding and child protection	<b>Website:</b> <a href="https://philpotsmanorschool.co.uk/safeguarding/">https://philpotsmanorschool.co.uk/safeguarding/</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page (hard copy)
<b>Class four:</b> How we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admissions policy/decisions (not individual admission decisions)	<b>Website:</b> <a href="https://philpotsmanorschool.co.uk/admissions/">https://philpotsmanorschool.co.uk/admissions/</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page (hard copy)

Information	How the information can be obtained	Cost
<b>Class five:</b> our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)		
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 policies)</li> </ul>	<b>Website:</b> <a href="https://philpotsmanorschool.co.uk/policies-reports/">https://philpotsmanorschool.co.uk/policies-reports/</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page (hard copy)
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see 'How to complete the Guide to information')	<b>Website:</b> <a href="https://philpotsmanorschool.co.uk/policies-reports/">https://philpotsmanorschool.co.uk/policies-reports/</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page (hard copy)
<b>Class six:</b> Lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free

Information	How the information can be obtained	Cost
<b>Class seven:</b> The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)		
Extra-curricular activities	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)
Out of school clubs	<b>Hard copy:</b> available upon request – contact school	5p per page (hard copy)
Services for which the school is entitled to recover a fee, together with those fees	<b>Website:</b> <a href="https://philpotsmanorschool.co.uk/policies-reports/">https://philpotsmanorschool.co.uk/policies-reports/</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page (hard copy)
School publications, leaflets, books and newsletters	<b>Website:</b> <a href="https://philpotsmanorschool.co.uk/termly-newsletter/">https://philpotsmanorschool.co.uk/termly-newsletter/</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page (hard copy)

### Schedule of charges

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/printing @ pence per sheet (black and white)	Actual cost <sup>1</sup>	5 pence per page
	Photocopying/printing @ pence per sheet (colour)	Actual cost <sup>1</sup>	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class	85 pence
Statutory Fee	In accordance with the relevant legislation		Not applicable