Manor School



FOI Published Guide to Information

October 2026

Class one: who we are and what we do (organisational information, structures, and contacts – current information only)		
Information	**How the information can be obtained**	**Cost**
Who's who in the school	Website: https://www.manor.brent.sch.uk/page/?title=Meet+The+Team&pid=13	Free
	Hard copy (available upon request)	5p per page
Who's who on the governing body (LAB) and the basis of their appointment	Website: https://www.manor.brent.sch.uk/page/?title=Governance&pid=17	Free
	Hard copy (available upon request)	5p per page
Instrument of Governance/Articles of Association	Website: https://www.manor.brent.sch.uk/page/?title=Governance&pid=17	Free
	Hard copy (available upon request)	5p per page
Contact details for the Head teacher and for the governing body (LAB), via the school (named contacts where possible)	Website: https://www.manor.brent.sch.uk/page/?title=Contact+Us&pid=2	Free
	Hard copy (available upon request)	5p per page
Staffing structure	Website: https://www.manor.brent.sch.uk/page/?title=Meet+The+Team&pid=13	Free
	Hard copy (available upon request)	5p per page
School session times and term dates	Website: Times: https://www.manor.brent.sch.uk/page/?title=Key+Information&pid=44 Term Dates: https://www.manor.brent.sch.uk/page/?title=Term+Dates&pid=35	Free
	Hard copy (available upon request)	5p per page

Address of school and contact details, including e-mail address	Website: https://www.manor.brent.sch.uk/page/?title=Contact+Us&pid=2	
	Hard copy (available upon request)	5p per page

Class two: 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)		
Information	**How the information can be obtained**	**Cost**
Annual budget plan and financial statements	Hard copy (available upon request)	5p per page
Capital funding	Hard copy (available upon request)	5p per page
Financial audit reports	Hard copy (available upon request)	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy (available upon request)	5p per page
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)	Hard copy (available upon request)	5p per page
Pay policy	Hard copy (available upon request)	5p per page
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	Hard copy (available upon request)	5p per page
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	Hard copy (available upon request)	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy (available upon request)	5p per page

Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews – current information, as minimum)		
Information	**How the information can be obtained**	**Cost**
School profile (if any) And in all cases: • performance data supplied to the English Government or a direct link to the data • the latest Ofsted report • post-inspection action plan	Website: https://reports.ofsted.gov.uk/provider/25/144053	Free
	Website: https://reports.ofsted.gov.uk/provider/25/144053	Free
	Hard copy (available upon request)	5p per page
Performance management policy and procedures adopted by the governing body (LAB)	Hard copy (available upon request)	5p per page
Performance data or a direct link to it	Website: https://www.manor.brent.sch.uk/page/?title=Pupil+Progress&pid=79	Free
	Hard copy (available upon request)	5p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy (available upon request)	5p per page
Safeguarding and child protection	Website: https://www.manor.brent.sch.uk/page/?title=Safeguarding&pid=11	Free
	Hard copy (available upon request)	5p per page

Class four: how we make decisions (decision making processes and records of decisions – current and previous three years, as a minimum)		
Information	**How the information can be obtained**	**Cost**
Admissions policy/decisions (not individual admission decisions)	Website: https://www.manor.brent.sch.uk/page/?title=Admissions&pid=49	Free
	Hard copy (available upon request)	5p per page
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy (available upon request)	5p per page

Class five: 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)		
Information	**How the information can be obtained**	**Cost**
Records management and personal data policies, including: • information security policies • records retention, destruction and archive policies • data protection (including information sharing policies)	Website: https://www.manor.brent.sch.uk/page/?title=Admissions&pid=49	Free
	Hard copy (available upon request)	5p per page
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.	Website: https://www.manor.brent.sch.uk/content/?pid=44&contentid=8	Free
	Hard copy (available upon request)	5p per page

Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Information	**How the information can be obtained**	**Cost**
Curriculum circulars and statutory instruments	Hard copy (available upon request)	5p per page
Disclosure logs	Inspection only (contact the school)	Free
Asset register	Inspection only (contact the school)	Free
Any information the school is current legally required to hold in publicly available registers	Inspection only (contact the school)	Free

Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses – current information only)		
Information	**How the information can be obtained**	**Cost**
Extra-curricular activities	Website: https://www.manor.brent.sch.uk/page/?title=Enrichment&pid=26	Free
	Hard copy (available upon request)	5p per page
Out of school clubs	Website: N/A	Free
	Hard copy (available upon request)	5p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: https://www.manor.brent.sch.uk/page/?title=Pupil+Progress&pid=79	Free
	Hard copy (available upon request)	5p per page
School publications, leaflets, books, and newsletters	Website: https://www.manor.brent.sch.uk/	Free
	Hard copy (available upon request)	5p per page