



FOI Guide to Information Available

Signed by headteacher: *A Hughes*

Signed by Chair of Governors: *David Bradley*

Date of Approval: March 2026

Date for review: March 2027



FOI Guide to Information Available

Bitterne Manor Primary School has adopted the Information Commissioner's Office (ICO) Model Publication Scheme.

This guide explains what information the school routinely publishes, where it can be found, and whether a charge is made.

1. Who We Are and What We Do

Information Available	Where to Access	Cost
School name, address, contact details	Website / prospectus	Free
Headteacher and Chair of Governors' names	Website / prospectus	Free
Staffing structure (roles only)	Website / office request	Free
School ethos and values	Website / prospectus	Free
SEN provision statement / SEND Information Report	On request	Free
Arrangements for school visits by prospective parents	Telephone school office	Free
Governors' names and categories	Website / DFE (Get information about schools)	Free
Instrument of Government	Website	Free
Governing body membership details	Website	Free

2. What We Spend and How We Spend It

Information Available	Where to Access	Cost
Financial statement (including gifts and governor expenses)	Governors' report	
Charging and remissions policy	Website	Free
Charges for optional extras (trips, tuition, publications)	Charging policy	Free
Pupil Premium Strategy Statement	Website	Free
Sports Premium Report	Website	Free

3. What Our Priorities Are and How We Are Doing

Information Available	Where to Access	Cost
School Development Plan (summary)	On request	Free
Ofsted Report	Website	Free
Performance data (published)	Website	Free

School self-evaluation summary	On request	Free
Attendance rates (authorised/unauthorised absence)	Prospectus / Governors' report	Free

4. How We Make Decisions

Information Available	Where to Access	Cost
Admissions arrangements	Website	Free
Agreed minutes of governing body meetings (non-confidential only)	Website	Free
Complaints procedure	Website	Free
Staff discipline and grievance procedures	On request	Free

5. Our Policies and Procedures

Policy / Document	Where Accessed	Cost
Home-School Agreement	Website	Free
Curriculum policy and schemes of work	On request	May include charge (£)
Relationship and Sex Education policy	Website	May include charge (£)
SEND Policy	Website	May include charge (£)
Accessibility Plan	Website	May include charge (£)
Race Equality Policy	Website	May include charge (£)
Collective Worship arrangements	Website	May include charge (£)
Child Protection / Safeguarding Policy (summary)	Website	May include charge (£)
Behaviour / Discipline / Anti-bullying measures	Website	May include charge (£)
Health and Safety policy and risk assessments	On request	May include charge (£)
Performance Management of Staff	On request	May include charge (£)
Staff Conduct and Discipline procedures	On request	May include charge (£)
Curriculum circulars and statutory instruments	On request	May include charge (£)

6. Lists and Registers

Information Available	Where to Access	Cost
Register of Governors' Interests	On request (but limited)	Free

Governing body committee structure	On request	N/A
Other statutory registers (where disclosable)	On request	Free
Register of Governor attendance / minutes	On request	May include charge (£)

7. The Services We Offer

Information Available	Where Accessed	Cost
School curriculum provision	Website	Free
Religious education arrangements	Prospectus	Free
Term dates and session times	Website	Free
Support for pupils with disabilities	Governors' report / Accessibility plan	Free

Accessing Information

Most information is available on our website:

- <https://www.bitternemanor.co.uk/>

If you cannot access the internet or require a paper copy, please contact:

School Office

Bitterne Manor Primary School

Email: admin@bitternemanor.net

Telephone: 02380 227596

Charges

Information published on the website is **free of charge**.

Charges may apply for:

- Photocopying (10p per sheet)
- Postage
- Large printing requests

You will be told of any cost before information is provided.

Requests for Other Information

Information not covered by this guide may be requested under the Freedom of Information Act. Requests must be made in writing (email is acceptable).

Review

This guide will be reviewed annually.