



Norbury Manor Primary School Freedom of Information

Information	How the information can be obtained	Cost
Class One: Who we are and what we do (Organisation information, structures, and contacts) (current information only)		
Who's who in the school	Website: https://www.nmp.croydon.sch.uk/Staff-Team/ Hard copy: available upon request – contact school	Free 5p per page
Who's who on the governing body/board of governors and the basis of their appointment	Website: https://www.nmp.croydon.sch.uk/Governance-26052019203941/ Hard copy: available upon request – contact school	Free 5p per page
Instrument of Government / Articles of Association	Hard copy: available upon request – contact school	5p per page
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible)	Website: https://www.nmp.croydon.sch.uk/Contact Hard copy: available upon request – contact school	Free 5p per page
Staffing structure	Website: https://www.nmp.croydon.sch.uk/Staff-Team/ Hard copy: available upon request – contact school	Free 5p per page
School session times and term dates	Website: https://www.nmp.croydon.sch.uk/School-day-and-term-dates/ Hard copy: available upon request – contact school	Free 5p per page
Address of school and contact details, including email address.	Website: https://www.nmp.croydon.sch.uk/Contact/ Hard copy: available upon request – contact school	Free 5p per page



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Information	How the information can be obtained	Cost
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)		
Annual budget plan and financial statements	Hard copy: available upon request – contact school	5p per page
Capital funding	Hard copy: available upon request – contact school	5p per page
Financial audit reports	Hard copy: available upon request – contact school	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 – contact school	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 – contact school	5p per page
Pay policy	Hard copy: available upon request – contact school	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 – contact school	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	Hard copy: available upon request – contact school	5p per page



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range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request – contact school	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 a minimum)		
School profile (if any)	Website: http://www.nmp.croydon.sch.uk/Ofsted-and-performance-data/	Free
And in all cases:	Website: https://www.compare-school-performance.service.gov.uk/school/101785/norbury-manor-primary-school/primary	Free
Performance data supplied to the English Government or a direct link to the data	Website: https://reports.ofsted.gov.uk/provider/21/101785	Free
- The latest Ofsted report - Summary - Full report	Hard copy: available upon request – contact school	5p per page
Post-inspection action plan		
Performance management policy and procedures adopted by the governing body.	Hard copy: available upon request – contact school	5p per page
Performance data or a direct link to it	Website: http://www.nmp.croydon.sch.uk/Ofsted-and-performance-data/	Free



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Information	How the information can be obtained	Cost
	Hard copy: available upon request – contact school	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 – contact school	5p per page
Safeguarding and child protection	Website: https://www.nmp.croydon.sch.uk/Policies/ https://www.nmp.croydon.sch.uk/Policies/Safeguarding/ Hard copy: available upon request – contact school	Free 5p per page
Class four: 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) – where applicable	Website: http://www.nmp.croydon.sch.uk/Admissions/ Hard copy: available upon request – contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy: available upon request – contact school	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 English Government These will include policies and procedures for handling information requests.)		
Records management and personal data policies, including: - Information security policies - Records retention, destruction, and archive policies - Data protection (including information sharing policies, Record management policy)	Website: http://www.nmp.croydon.sch.uk/Policies/ Hard copy: available upon request – contact school	Free 5p per page
Charging regimes and policies.	Website: http://www.nmp.croydon.sch.uk/Policies/	Free



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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").	Website: http://www.nmp.croydon.sch.uk/Lettings/ Hard copy: available upon request – contact school	Free 5p per page
Class six – Lists and Registers (Currently maintained lists and registers only (this does not include the attendance register)).		
Curriculum circulars and statutory instruments	Website: http://www.nmp.croydon.sch.uk/Nursery/ Website: http://www.nmp.croydon.sch.uk/British-Values/ Website: http://www.nmp.croydon.sch.uk/Wellbeing/ Website: http://www.nmp.croydon.sch.uk/Young-Leaders/ Website: http://www.nmp.croydon.sch.uk/Parent-Handbook-and-Virtual-Tour/ Website: http://www.nmp.croydon.sch.uk/Curriculum/Our-Curriculum/ Website: http://www.nmp.croydon.sch.uk/Curriculum/Early-years-Curriculum/	Free Free Free Free Free Free Free



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Information	How the information can be obtained	Cost
	Website: http://www.nmp.croydon.sch.uk/Curriculum/Curriculum-Maps/	Free
	Website: http://www.nmp.croydon.sch.uk/Curriculum/Turning-a-Garden-into-a-Curriculum/	Free
	Website: http://www.nmp.croydon.sch.uk/Curriculum/Enrichment/	Free
	Website: http://www.nmp.croydon.sch.uk/Curriculum/Assessment/	Free
	Website: http://www.nmp.croydon.sch.uk/Curriculum/Relationships-and-Sex-Education/	Free
	Website: http://www.nmp.croydon.sch.uk/Remote-Education-Provision-Information-for-Parents/	Free
	Hard copy: available upon request – contact school	5p per page
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
Class seven: The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (Current		



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Information	How the information can be obtained	Cost
information only)		
Extra-curricular activities	Website: http://www.nmp.croydon.sch.uk/Curriculum/Enrichment/	Free
	Website: http://www.nmp.croydon.sch.uk/Curriculum/Curriculum-Maps/	Free
	Website: http://www.nmp.croydon.sch.uk/Breakfast-Club-After-School-Clubs/	Free
	Website: http://www.nmp.croydon.sch.uk/Young-Leaders/	Free
	Hard copy: available upon request – contact school	5p per page
Out of school clubs	Website: http://www.nmp.croydon.sch.uk/Breakfast-Club-After-School-Clubs/	Free
	Hard copy: available upon request – contact school	5p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: http://www.nmp.croydon.sch.uk/Policies/	Free
	Website: http://www.nmp.croydon.sch.uk/Lettings/	Free
	Hard copy: available upon request – contact school	5p per page
School publications, leaflets, books, and newsletters	Website: http://www.nmp.croydon.sch.uk/Parent-Handbook-and-Virtual-Tour/	Free
	Website: http://www.nmp.croydon.sch.uk/News/Galleries/	Free
	Website: http://www.nmp.croydon.sch.uk/News/	Free



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Information	How the information can be obtained	Cost
	Website: https://www.nmp.croydon.sch.uk/News/NMP-NEWS-12122021185218/ Website: http://www.nmp.croydon.sch.uk/Remote-Education-Provision-Information-for-Parents/ Website: http://www.nmp.croydon.sch.uk/Remote-Learning-J2-Launch/ Website: http://www.nmp.croydon.sch.uk/Information-for-Parents-Understanding-Phonics/ Website: http://www.nmp.croydon.sch.uk/NMP-Pupil-Loan-Device-for-Working-at-Home/ Hard copy: available upon request – contact school	Free Free Free Free Free 5p per page
Additional Information Vision and values Uniform School Financial Benchmarking School meals School calendar Parent information	Website: http://www.nmp.croydon.sch.uk/Vision-and-Values/ Website: http://www.nmp.croydon.sch.uk/Uniform/ Website: http://www.nmp.croydon.sch.uk/School-Financial-Benchmarking/ Website: http://www.nmp.croydon.sch.uk/School-Meals/ Website: http://www.nmp.croydon.sch.uk/School-calendar/ Website: http://www.nmp.croydon.sch.uk/Parent-page/	Free Free Free Free Free Free Free



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Information	How the information can be obtained	Cost
GDPR	Website: http://www.nmp.croydon.sch.uk/GDPR-Parent-Permissions-Agreements/	Free
Sports Funding	Website: http://www.nmp.croydon.sch.uk/Sports-Funding/	Free
Pupil Premium and Catch-up Funding	Website: http://www.nmp.croydon.sch.uk/Pupil-Premium/	Free
Public Sector Equality Duty	Website: http://www.nmp.croydon.sch.uk/Public-Sector-Equality-Duty/	Free
Medical Needs Awareness	Website: http://www.nmp.croydon.sch.uk/Medical-Needs-Awareness/	Free
Child illness During School Time	Website: https://www.nmp.croydon.sch.uk/Child-Illness-During-School-Time/	Free
Special Education Rights	Website: http://www.nmp.croydon.sch.uk/Special-Educational-Rights/	Free
Free School Meals	Website: https://www.nmp.croydon.sch.uk/The-Zones/	Free
	Website: https://www.nmp.croydon.sch.uk/Blossom-House-Deaf-Unit/	
	Website: http://www.nmp.croydon.sch.uk/Free-School-Meals-and-Government-Vouchers/	5p per page
	Website: http://www.nmp.croydon.sch.uk/Vacancies/Vacancies/	
	Hard copy: available upon request – contact school	



Norbury Manor Primary School Freedom of Information SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	Charge
Disbursement cost	Photocopying/printing @ . p per sheet (black & white)	Actual cost *	5 pence per page



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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	Charge
Disbursement cost	Photocopying/printing @. p per sheet (colour)	Actual cost	Not available
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 nd class	65 pence
Statutory Fee	In accordance with the relevant legislation		Not applicable

* the actual cost incurred by the public authority