



## FREEDOM OF INFORMATION: Published guide to information

Information:	How the information can be obtained:	Cost:
<b>Class one: Who we are and what we do (organisational information, structures and contacts). Current information only.</b>		
Who's who in the school	<b>Website:</b> About Us   The Team <b>Hard copy:</b> available on request, contact school	Free 5p per page
Who's who on the governing body / board of governors and the basis of their appointment	<b>Website:</b> <a href="https://www.lapsw.co.uk/governance/boardoftrustees/">https://www.lapsw.co.uk/governance/boardoftrustees/</a> <b>Hard copy:</b> available on request, contact school	Free 5p per page
Instrument of Government / Articles of Association	<b>Website:</b> <a href="https://www.lapsw.co.uk/governance/">https://www.lapsw.co.uk/governance/</a> <b>Hard copy:</b> available on request, contact school	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<b>Website:</b> About Us   The Team and Contact <a href="https://www.lapsw.co.uk/governance/boardoftrustees/">https://www.lapsw.co.uk/governance/boardoftrustees/</a> <b>Hard copy:</b> available on request, contact school	Free 5p per page
Staffing structure	<b>Website:</b> About Us   The Team <b>Hard copy:</b> available on request, contact school	Free 5p per page
School session times and term dates	<b>Website:</b> Learning and Parents   Term Dates <b>Hard copy:</b> available on request, contact school	Free 5p per page



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Address of school and contact details, including email address.	<b>Website:</b> Contact <b>Hard copy:</b> available on request, contact school	Free 5p per page
<b>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</b>		
Annual budget plan and financial statements	<b>Hard copy:</b> available on request, contact school	5p per page
Capital funding	<b>Hard copy:</b> available on request, contact school	5p per page
Financial audit reports	<b>Hard copy:</b> available on 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.	<b>Hard copy:</b> available on 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).	<b>Hard copy:</b> available on request, contact school	5p per page
Pay policy	<b>Hard copy:</b> available on request, contact school	5p per page



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<p>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.</p>	<p><b>Hard copy:</b> available on request, contact school</p>	<p>5p per page</p>
<p>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.</p>	<p><b>Hard copy:</b> available on request, contact school</p>	<p>5p per page</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p><b>Hard copy:</b> available on request, contact school</p>	<p>5p per page</p>
<p><b>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.</b></p>		
<p>School profile (if any) and in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p><b>Website:</b> About Us   Celebrating Achievements and About Us   Ofsted and About Us   SIAMS (church schools only)  <b>Hard copy:</b> available on request, contact school</p>	<p>Free 5p per page</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p><b>Hard copy:</b> available on request, contact school</p>	<p>5p per page</p>



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Performance data or a direct link to it	<b>Website:</b> About Us   Celebrating Achievements <b>Hard copy:</b> available on request, contact school	Free 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	<b>Hard copy:</b> available on request, contact school	5p per page
Safeguarding and child protection	<b>Website:</b> About Us   Safeguarding & Wellbeing <b>Hard copy:</b> available on request, contact school	Free 5p per page
<b>Class four – How we make decisions (Decision making processes and records of decisions). Current and previous three years as a minimum.</b>		
Admissions policy/decisions (not individual admission decisions) – where applicable	<b>Website:</b> About Us   Admissions <b>Hard copy:</b> available on 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).	<b>Hard copy:</b> available on request, contact school	5p per page
<b>Class 5 – 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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</b>		
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> Governance   Policies <b>Hard copy:</b> available on request, contact school	Free 5p per page



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<p>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.</p>	<p><b>Website:</b> Governance   Policies  <b>Hard copy:</b> available on request, contact school</p>	<p>Free 5p per page</p>
<p><b>Class 6 – Lists and Registers. Currently maintained lists and registers only (this does not include the attendance register). (hard copy or website; some information may only be available by inspection)</b></p>		
<p>Curriculum circulars and statutory instruments</p>	<p><b>Website:</b> Learning   Curriculum  <b>Hard copy:</b> available on request, contact school</p>	<p>Free 5p per page</p>
<p>Disclosure logs</p>	<p><b>Inspection only:</b> contact school</p>	<p>Free</p>
<p>Asset register</p>	<p><b>Inspection only:</b> contact school</p>	<p>Free</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p><b>Inspection only:</b> contact school</p>	<p>Free</p>
<p><b>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.</b></p>		



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Extra-curricular activities	<b>Website:</b> Parents   Before/After School Club <b>Hard copy:</b> available on request, contact school	Free 5p per page
Out of school clubs	<b>Website:</b> Parents   Before/After School Club <b>Hard copy:</b> available on request, contact school	Free 5p per page
Services for which the school is entitled to recover a fee, together with those fees	<b>Website:</b> Governance   Policies <b>Hard copy:</b> available on request, contact school	Free 5p per page
School publications, leaflets, books and newsletters	<b>Website</b> <b>Hard copy:</b> available on request, contact school	Free 5p per page

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	CHARGE
<b>Disbursement cost</b>	Photocopying / printing (black & white)	5p per page (actual cost)
	Photocopying / printing (colour)	Not available
	Postage	Royal Mail standard 2 <sup>nd</sup> class (actual cost)
<b>Statutory Fee</b>	In accordance with the relevant legislation	Not applicable

\* the actual cost incurred by the public authority