

Information published	How obtained
Class 1 - Who we are and what we do	
Who's who on the governing body / board of governors and the basis of their appointment	Website
Instrument of Government	Website
An outline of the school curriculum	Website
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website
Staffing structure	Hard Copy
School session times and term dates	Website
Address of school and contact details, including email address and names of key personnel	Website
Class 2 – What we spend and how we spend it	
Annual budget plan and financial statements	Hard Copy
Capital funding	Hard Copy
Financial audit reports	Hard Copy
Details of expenditure items over £5000	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)	Hard Copy
Pay policy	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	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	Hard Copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard Copy
Class 3 – What our priorities are and how we are doing	
Performance data supplied to the English Government	Website
The latest Ofsted report	Website
Post-inspection action plan, when applicable	Hard Copy
Performance management policy and procedures adopted by the governing body	Hard Copy
Direct link to published performance data	Website
The school's future plans; e.g proposals for and any consultation on the future of the school, such as a change in status	Hard Copy
Safeguarding and child protection policy and procedures	Website
Class 4 – How we make decisions (Current and previous three years as a minimum)	
Admissions policy/decisions (not individual admission decisions)	Website
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as	Hard copy

private to the meetings)	
Class 5 – Our policies and procedures	
Statutory Policies	Hard Copy
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies) 	Hard Copy
Equality and Diversity policy/ associated documentation	Website
Details of current vacancies	Website/ LCC Website
Charging regimes and policies	Hard Copy
Class 6 – Lists and Registers (this does not include the attendance register).	
Curriculum circulars and statutory instruments	Hard Copy
Disclosure logs (Freedom of Information disclosures)	Hard Copy
Asset register	Inspection
Any information the school is currently legally required to hold in publicly available registers	Hard Copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)	
Extra-curricular activities	Hard Copy
Out of school clubs	Hard Copy
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy
School publications, leaflets, books and newsletters	Website Hard Copy

Schedule of Charges		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 1p per sheet (black & white)	Actual cost
	Photocopying/printing @6p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation