



Freedom of Information - Published Guide to Information

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school:	Website: https://ladyziawernher.secure-primarystate.net/our-team/ Hard copy: available upon request	Free 5p per page
Who's who on the governing body / board of governors and the basis of their appointment	Website: https://ladyziawernher.secure-primarystate.net/governors/ Hard copy: available upon request	Free 5p per page
Instrument of Government / Articles of Association	Website: https://ladyziawernher.secure-primarystate.net/governors/ Hard copy: available upon request	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: https://ladyziawernher.secure-primarystate.net/contact-details/ Hard copy: available upon request	Free 5p per page
School prospectus (if any)	Website Hard copy: available upon request	Free 5p per page

Staffing structure	Website: https://ladyziawernher.secure-primariesite.net/our-team/ Hard copy: available upon request	Free 5p per page
Address of school and contact details, including email address.	Website: https://ladyziawernher.secure-primariesite.net/contact-details/ Hard copy: available upon request	
Class 2 – 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	(hard copy and/or website)	
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

Performance management policy and procedures adopted by the governing body.	Hard copy: available upon request – contact school	
Performance data or a direct link to it	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	Website: Hard copy: available upon request – contact school	Free 5p per page
Safeguarding and child protection	Website: https://primarysite/ladyziawernher/safeguarding-child-protection-policy-01.09.24.pdf Hard copy: available upon request – contact school	Free 5p per page
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: https://m.luton.gov.uk/Page/Show/Education_and_learning/Schools_and_colleges/School%20admissions/transferring-to-a-new-school-or-academy/Pages/default.aspx 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

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p>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.</p>	(hard copy or website)	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Website: https://primarysite/ladyziawernher/data-protection-policy-21.3.24.pdf</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Charging regimes and policies.</p> <p>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.</p> <p>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”).</p>	<p>Website:https://primarysite/ladyziawernher/carging-and-remissions-policy-21.03.24.pdf</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Website: https://ladyziawernher.secure-primarysite.net/curriculum/ Hard copy: available upon request – contact school</p>	<p>Free 5p per page</p>
<p>Disclosure logs</p>	<p>Inspection only – contact school</p>	<p>Free</p>
<p>Asset register</p>	<p>Inspection only – contact school</p>	<p>Free</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Inspection only – contact school</p>	<p>Free</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>N/A</p>	
<p>Out of school clubs</p>	<p>N/A</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>N/A</p>	
<p>School publications, leaflets, books and newsletters</p>	<p>Website: https://ladyziawernher.secure-primarysite.net/</p>	

	Hard copy: available upon request – contact school	
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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)		5 pence per page
	Photocopying/printing @ ..p per sheet (colour)		Not available
	Postage	Actual cost of Royal Mail standard 2 nd class	85 pence letter; £1.55 large letter
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)	Not applicable
Other			