



Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school	Website http://www.lanfranc.org.uk	Nil
Who's who on the governing body and the basis of their appointment	Hard copy – enquire at the Academy office	
Contact details for the Principal and for the governing body	Website http://www.lanfranc.org.uk	Nil
School prospectus	Website http://www.lanfranc.org.uk	Nil
Annual Report	Hard copy – enquire at the Academy office	
Staffing structure	Website http://www.lanfranc.org.uk	Nil
School session times and term dates	Website http://www.lanfranc.org.uk	Nil

Class 2 – What we spend and how we spend it (Current and previous financial year as a minimum)	How the information can be obtained	
Annual budget plan and financial statements	Hard copy – enquire at the Academy office	
Capitalised funding	Hard copy – enquire at the Academy office	
Additional funding	Hard copy – enquire at the Academy office	
Procurement and projects	Hard copy – enquire at the Academy office	
Pay policy	Hard copy – enquire at the Academy office	
Staffing and grading structure	Hard copy – enquire at the Academy office	
Governors’ allowances	Hard copy – enquire at the Academy office	

Class 3 – What our priorities are and how we are doing (Current information as a minimum)	How the information can be obtained	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website http://www.lanfranc.org.uk	
Performance management policy and procedures adopted by the governing body.	Hard copy – enquire at the Academy office	
Schools future plans	Hard copy – enquire at the Academy office	
Every Child Matters – policies and procedures	Hard copy – enquire at the Academy office	

Class 4 – How we make decisions (Decision making processes and records of decisions- current and previous three years as a minimum)	How the information can be obtained	
Admissions policy/ decisions (not individual admission decisions)	Website http://www.lanfranc.org.uk	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy – enquire at the Academy office	
Minutes of meetings (as above) – <i>NB this will exclude information that is properly regarded as private to the meetings.</i>	Hard copy – enquire at the Academy office	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How the information can be obtained	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copy – enquire at the Academy office	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Hard copy – enquire at the Academy office	

<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>Hard copy – enquire at the Academy office</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>Hard copy – enquire at the Academy office</p>	

Class 6 – Lists and Registers (Currently maintained lists and registers only)	How the information can be obtained	
Curriculum circulars and statutory instruments	Hard copy – enquire at the Academy office	
Disclosure logs	Hard copy – enquire at the Academy office	
Asset register	Hard copy – enquire at the Academy office	
Any information the school is currently legally required to hold in publicly available registers- <i>this does not include the attendance register</i>	Hard copy – enquire at the Academy office	

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)	How the information can be obtained	
Extra-curricular activities	Hard copy – enquire at the Academy office	
Out of school clubs	Hard copy – enquire at the Academy office	
School publications	Hard copy – enquire at the Academy office	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy – enquire at the Academy office	
Leaflets books and newsletters	Hard copy – enquire at the Academy office	

Contact details:

Mr R. Ellis (Vice Principal) – Data Controller

Schedule of Charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost * 00.10p
	Photocopying/printing @ ..p per sheet (colour)	Actual cost 00.13p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority

Policy Review

The effective date of this publication scheme is September 2014.

The publication scheme was approved by the General Purposes Committee on 23rd February 2017.