



Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b>	
Who's who in the school	Website <a href="http://www.lanfranc.org.uk">http://www.lanfranc.org.uk</a>
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 <a href="http://www.lanfranc.org.uk">http://www.lanfranc.org.uk</a>
School prospectus	Website <a href="http://www.lanfranc.org.uk">http://www.lanfranc.org.uk</a>
Annual Report	Hard copy – enquire at the Academy office
Staffing structure	Website <a href="http://www.lanfranc.org.uk">http://www.lanfranc.org.uk</a>
School session times and term dates	Website <a href="http://www.lanfranc.org.uk">http://www.lanfranc.org.uk</a>

<b>Class 2 – What we spend and how we spend it</b> (Current and previous financial year as a minimum)	<b>How the information can be obtained</b>
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

<b>Class 3 – What our priorities are and how we are doing</b> (Current information as a minimum)	<b>How the information can be obtained</b>
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website <a href="http://www.lanfranc.org.uk">http://www.lanfranc.org.uk</a>
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

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions- current and previous three years as a minimum)	<b>How the information can be obtained</b>
Admissions policy/ decisions (not individual admission decisions)	Website <a href="http://www.lanfranc.org.uk">http://www.lanfranc.org.uk</a>
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

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

<p>Records management and personal data policies, including:</p> <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>	<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>

<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only)	<b>How the information can be obtained</b>
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

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses- current information only)	<b>How the information can be obtained</b>
Extra-curricular activities	Web-site <a href="http://www.lanfranc.org.uk">http://www.lanfranc.org.uk</a>
Out of school clubs	Web-site <a href="http://www.lanfranc.org.uk">http://www.lanfranc.org.uk</a>
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:**

**We do not normally charge for information requests. However, a charge will be made if the request is manifestly unfounded or excessive; or further copies of the information are subsequently made by the same individual. In these circumstances, the following charges will apply:**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	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 <sup>nd</sup> class

This document was reviewed and updated by Mr R Ellis on 10/09/24