

**Loughborough C of E Primary School Publication Scheme**  
**Information available under the Freedom of Information Act 2000**

<b>Classes of information</b>	<b>How the information can be obtained</b>
<b>1. Who we are and what we do</b> - Organisational information, structures, locations and contacts. (This will be current information only).	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	By request
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website
Staffing structure	Website
School session times and term dates	Website
<b>2. What we spend and how we spend it</b> - Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum	
Annual budget plan	Hard copy on request
Capitalised funding	Website – within our financial statements
Financial statements	Website
Additional funding	Hard copy on request
Procurement and projects	Hard copy on request
Pay policy	Hard copy on request
Audit reports	Hard copy on request
Staffing and grading structure	Hard copy on request

<b>3. What our priorities are and how we are doing</b> - Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum	
School Improvement Plan	Meet with Headteacher to view
Performance management policy and procedures adopted by the governing body.	Hard copy on request
Key performance indicators	Website - Within our financial statements
OFSTED inspection report	Website
SIAMS inspection report	Website
<b>4. How we make decisions</b> - Decision making processes and records of decisions. Current and previous three years as a minimum.	
Admissions policy/decisions (but not individual admission decisions)	Website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy on request
Minutes of meetings (as above)	Hard copy on request
<b>5. Our policies and procedures</b> - Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	
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>• Subject access request procedure</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Website or hard copy by request

<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Collective worship</li> <li>• Pupil discipline</li> </ul>	<p>Website or hard copy by request</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Privacy policies</li> <li>• Information security policies</li> <li>• Document retention policies</li> <li>• Data protection (including information sharing policies)</li> <li>• CCTV policy</li> </ul>	<p>Website or meet with Headteacher to discuss request</p>
<p>Charging regimes and policies.</p> <ul style="list-style-type: none"> <li>• Debt recovery policy</li> <li>• Charging &amp; Remissions policy</li> </ul>	<p>Website</p>

<b>6. Lists and Registers</b> - Currently maintained lists and registers only	Meet with Headteacher to discuss request
Curriculum circulars and statutory instruments	
Disclosure logs	
Asset register	
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	
<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.	(hard copy/text/website; some information may only be available by inspection)
Extra-curricular activities	Via letters/email/text
Out of school clubs	Via letters/text/email
School publications	Via letters/text/email
Leaflets books and newsletters	Via letters/email and in reception

**Contact details: Loughborough C of E Primary School Tel: 01509 263430  
Email: office@lceps.leics.sch.uk**

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 10p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class*
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.