

Lakenham Primary School

City Road Norwich NR1 2HL
Headteacher: Mrs O Dalton

Tele: 01603 877780 Fax: 01603 877781 Email: office@lakenham.norfolk.sch.uk



Information to be published.	How the information can be obtained	Cost
Class 1 – who we are and what we do Lakenham Primary School City Road NORWICH NR1 2HL	Website	Free
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Hardcopy	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free

School prospectus (if any)	Website	Free
Annual Report (if any)	N/A	
Staffing structure	Hardcopy	0.5p- 1p per sheet
School session times and term dates	School prospectus on Website	Free
Address of school and contact details, including email address. Lakenham Primary School, City Road, Norwich, NR1 2HL office@lakenham.norfolk.sch.uk	Website	Free
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	Budget Plan – Hardcopy	0.5p- 1p per sheet
Annual budget plan and financial statements	Hardcopy	0.5p- 1p per sheet
Capital funding	Hardcopy	0.5p- 1p per sheet

Financial audit reports	Hardcopy	0.5p-1p per sheet
Details of expenditure	Hardcopy	
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).	Hardcopy	0.5p-1p per sheet
Pay policy	Website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	School Improvement Plan – Hardcopy	0.5p-1p per sheet
School profile (if any) And in all cases:		
<ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data 	Link on Website	Free
<ul style="list-style-type: none"> • The latest Ofsted / Estyn / Education and Training Inspectorate report 	Website	Free

<ul style="list-style-type: none"> - Summary - Full report <ul style="list-style-type: none"> • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Website	Free
Performance data or a direct link to it	Website	Free
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	Free
Safeguarding and child protection	Website	Free
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>		
Current and previous three years as a minimum	Website	Free
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	Free
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).	Hardcopy	0.5p- 1p per sheet

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. 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>	Website	Free
<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) 	Website	Free
<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</p>	Website	Free

calculated. 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").		
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Available by Inspection	
Disclosure logs		
Asset register	Hardcopy	0.5p- 1p per sheet
Any information the school is currently legally required to hold in publicly available registers		
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	Website	
Extra-curricular activities	Website	
Out of school clubs	Website	

Services for which the school is entitled to recover a fee, together with those fees	Charging Policy – Hardcopy	0.5p-1p per sheet
School publications, leaflets, books and newsletters	Website	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	0.5p per sheet
	Photocopying/printing @ ..p per sheet (colour)	1p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

--	--	--

* the actual cost incurred by the public authority