Information available from Leading Edge Academies Partnership (the Trust and its schools) under the model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table.

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| **Information to be published** | **How you can obtain the information** | **Cost** |
| **Class 1 - Who we are and what we do**  Information about us; our structures, locations and contacts  Current information only | Available on school and Trust websites.  Hard copies available on request. | Free  5p per page. |
| Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address | Available on school and Trust websites.  Hard copies available on request. | Free  5p per page. |
| Head teacher’s contact details | Available on school and Trust websites.  Hard copies available on request. | Free  5p per page. |
| Who’s who in the school/academy | Available on school websites.  Hard copies available on request. | Free  5p per page. |
| Who’s who on the governing body / board of governors and selection criteria for appointment  Governing body’s contact details | Available on school websites.  Hard copies available on request. | Free  5p per page. |
| Trustees’ contact details | Available on the Trust website.  Hard copies available on request. | Free  5p per page. |
| Trustee who’s who | Available on the Trust website.  Hard copies available on request. | Free  5p per page. |
| Articles of Association | Available on the Trust website.  Hard copies available on request. | Free  5p per page. |
| School/academy prospectus | Available on school websites.  Hard copies available on request. | Free  5p per page. |
| School/Academy session times and term dates | Available on school websites.  Hard copies available on request. | Free  5p per page. |
| **Class 2 – What we spend and how we spend it**  Financial information about projected and actual income and expenditure, procurement, contracts and financial audit  Current and previous financial year as a minimum | Contact the Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Annual budget and financial statements | Contact the Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Annual accounts | Available on the Trust website.  Hard copies available on request. | Free  5p per page. |
| Capital funding | Contact the Trust directly.  Hard copies available on request. | 5p per page. |
| Financial Audits reports | Available on the Trust website.  Hard copies available on request. | Free  5p per page. |
| Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval) | Contact the Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range | Publication of Executive Pay available on the Trust website. Contact the Trust directly for further information.  Hard copies available on request. | Free  5p per page. |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members. | Contact the Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees. | Contact the Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors. | Contact the Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Procurement and contracts we have entered into | Contact the Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Details of any premiums we receive such as Pupil premium. | Some information available on school websites. Contact schools directly for further information.  Hard copies available on request. | Free  5p per page. |
| **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 | Some information available on school and Trust websites. Contact schools/Trust directly for further information.  Hard copies available on request. | Free  5p per page. |
| Annual Report | Available on the Trust website.  Hard copies available on request. | Free  5p per page. |
| Latest reports from Ofsted  - Summary  - Full report   * - Post-inspection action plan | Available on school websites.  Hard copies available on request. | Free  5p per page. |
| Exam and assessment results | Available on school websites.  Hard copies available on request. | Free  5p per page. |
| Performance tables | Available on school websites.  Hard copies available on request. | Free  5p per page. |
| Careers programme information | Available on school websites.  Hard copies available on request. | Free  5p per page. |
| The school’s/academy’s future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status. | Contact the school/Trust directly.  Hard copies available on request. | Free  5p per page. |
| School profile and performance data supplied to the English Government | Available on school websites.  Hard copies available on request. | Free  5p per page. |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Contact the school/Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| **Class 4 – How we make decisions**  Decision making processes and records of decisions  Current and previous three years as a minimum | Contact the school/Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Admissions policy and, where applicable, admission decisions *(eg application numbers/patterns of successful applicants, including criteria on which applications were successful)* | Available on school websites.  Hard copies available on request. | Free  5p per page. |
| Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it. | Contact the school/Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| **Class 5 – Our policies and procedures**  Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only | Some information available on school and Trust websites. Contact schools/Trust directly for further information.  Hard copies available on request. | Free  5p per page. |
| School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc. | Some information available on school websites. Contact schools/Trust directly for further information.  Hard copies available on request. | Free  5p per page. |
| Safeguarding and child protection, including protecting children’s personal data | Available on school websites.  Hard copies available on request. | Free  5p per page. |
| Equality and Diversity | Available on school websites.  Hard copies available on request. | Free  5p per page. |
| Policies and procedures relating to recruitment and human resources | Contact the school/Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Special educational needs | Some information available on school websites. Contact schools/Trust directly for further information.  Hard copies available on request. | Free  5p per page. |
| Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme) | Available on school and Trust websites.  Hard copies available on request. | Free  5p per page. |
| Pay Policy | Contact the Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Records management (Information security policies   * Records retention, destruction and archive policies)   Data protection (including information sharing and CCTV usage policies) | Some information available on school websites. Contact schools/Trust directly for further information.  Hard copies available on request. | Free  5p per page. |
| Charging regimes and policies | Some information available on school websites. Contact schools/Trust directly for further information.  Hard copies available on request. | Free  5p per page. |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only (this does not include the attendance register) | Contact the school directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Curriculum circulars and statutory instruments | Contact the school directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| CCTV  Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf | Contact the school directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Disclosure logs, i.e. information provided in response to FOIA/EIR requests. | Contact the school or Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Asset register and Information Asset register | Contact the school or Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| Any information we are currently legally required to hold in publicly available registers | Contact the school or Trust directly.  Hard copies available on request. | Free if provided electronically.  5p per page. |
| **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 | Some information available on school/Trust websites. Contact schools/Trust directly for further information.  Hard copies available on request. | Free.  5p per page. |
| Extra-curricular activities | Some information available on school websites. Contact schools/Trust directly for further information.  Hard copies available on request. | Free  5p per page. |
| Out of school/academy clubs | Some information available on school websites. Contact schools directly for further information.  Hard copies available on request. | Free  5p per page. |
| Services for which we are entitled to recover a fee, together with those fees | Some information available on school websites. Contact schools directly for further information.  Hard copies available on request. | Free  5p per page. |
| Requests for paper copies of information | Contact schools/Trust directly | Free if provided electronically.  5p per page. |
| Our publications, leaflets, books and newsletters | Contact schools/Trust directly | Free if provided electronically.  5p per page. |
| **Additional Information**  Any information that is not itemised in the lists above | Contact schools/Trust directly | Free if provided electronically.  5p per page. |

**Schedule of charges**

This describes how the charges have been arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 5p per sheet (black & white) | Actual cost |
|  | Photocopying per sheet (colour) – not generally available unless deemed necessary – 10p per sheet | Actual cost |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** | In accordance with relevant legislation. | In accordance with the relevant legislation (quote the actual statute) |