

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Lambley Primary school	Hard copy and website	
Who's who in the school	Hard copy and website	
Who's who on the governing body and the basis of their appointment	Hard copy and website	
Instrument of Government	Hard copy and website	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy and website	
School prospectus	website	
Annual Report	Hard copy and website	
Staffing structure	Hard copy and website	
School session times and term dates	Hard copy and website	
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		
Annual budget plan and financial statements	Hard copy	
Capitalised funding	Hard copy	
Additional funding	Hard copy	

Procurement and projects	Hard copy	
Pay policy	Hard copy	
Staffing and grading structure	Hard copy	
Governors' allowances	N/A	
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 profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard copy and website	
Performance management policy and procedures adopted by the governing body.	Hard copy and website	
Schools future plans	Hard copy and website	
Every Child Matters – policies and procedures	Hard copy and website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Hard copy and website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy and Governor Hub	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy and Governor Hub	
Class 5 – Our policies and procedures	(hard copy or website)	

<p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <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 	<p>Hard copy and website</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Hard copy and website</p>	
<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 and website</p>	

Charging regimes and policies. 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.	Hard copy and website	
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy some information may only be available by inspection	
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		
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	Hard copy or website; some information may only be available by inspection	
Extra-curricular activities	Hard copy from the school office	
Out of school clubs	Hard copy	
School publications		
Services for which the school is entitled to recover a fee, together with those fees	website	
Leaflets books and newsletters	Website or hard copy	

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		