

## List of Charges

Information to be published:	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		10p a sheet
Who's who in the school	Website: <a href="#">Staffing 2023-24   Lady Bankes Primary School</a> <b>Hard copy:</b> available upon request to school office - <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p a sheet
Who's who on the governing body / board of governors and the basis of their appointment	Website: <a href="#">Governors   Lady Bankes Primary School</a> <b>Hard copy:</b> available upon request to school office - <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p a sheet
Instrument of Government	Website: <a href="#">Governors   Lady Bankes Primary School</a> <b>Hard copy:</b> available upon request to school office - <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p a sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: <a href="#">Contact Details   Lady Bankes Primary School</a> <b>Hard copy:</b> available upon request to school office - <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p a sheet
Annual Report: Ofsted Reports	Website: <a href="#">Ofsted and Performance Data   Lady Bankes Primary School</a>	Free  10p a sheet

	Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	
Staffing structure	Website: : <a href="#">Staffing 2023-24   Lady Bankes Primary School</a> Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p a sheet
School session times and term dates	Website: <a href="#">School Year Dates 2024-25   Lady Bankes Primary School</a> Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p per sheet
Address of school and contact details, including email address.	Website: <a href="#">Contact Details   Lady Bankes Primary School</a> Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p a sheet
<b>Class 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 and financial statements	For inspection purposes only	For inspection purposes only
Capital funding	For inspection purposes only	For inspection purposes only
Financial audit reports	For inspection purposes only	For inspection purposes only
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	For inspection purposes only	For inspection purposes only

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).	For inspection purposes only	For inspection purposes only
Pay policy	Hard Copy per STPCD guidelines	For inspection purposes only
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard Copy per LA guidelines	For inspection purposes only
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard Copy per STPCD guidelines	For inspection purposes only
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy per LA guidelines	For inspection purposes only
<b>Class 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 profile (if any)  And in all cases: <ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>Post-inspection action plan</li> </ul>	Website: <a href="#">Ofsted and Performance Data   Lady Bankes Primary School</a>  Website - <a href="#">Lady Bankes Primary School - Find school and college performance data in England - GOV.UK (find-school-performance-data.service.gov.uk)</a>	Free  Free  10p a sheet

	Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	
Performance management policy and procedures adopted by the governing body.	Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	10p a sheet
Performance data or a direct link to it	Website: : <a href="#">Ofsted and Performance Data   Lady Bankes Primary School</a>  Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p a sheet up
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: <a href="#">School development priorities 2023-24   Lady Bankes Primary School</a>  Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p a sheet up
Safeguarding and child protection	Website: <a href="#">Safeguarding   Lady Bankes Primary School</a>  Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p a sheet up
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum		

Admissions policy/decisions (not individual admission decisions) – where applicable	Website: <a href="#">Admission to the school   Lady Bankes Primary School</a>  Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p a sheet
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).	Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	10p a sheet
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>		
<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>	Website: <a href="#">School Policies   Lady Bankes Primary School</a>  Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p a sheet
<p>Charging regimes and policies.</p> <p>This includes 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>	Website: <a href="#">School Policies   Lady Bankes Primary School</a>  Hard copy: available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	10p per sheet for publicised information otherwise for inspection purposes only
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		

Curriculum circulars and statutory instruments	Website: <a href="#">Our curriculum intents   Lady Bankes Primary School</a>  Hard copy: available upon request to school office - <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free  10p a sheet
Disclosure logs	Inspection only	Free
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only	Free
<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		
Extra-curricular activities	<a href="#">School Clubs   Lady Bankes Primary School</a>  Hard copy: available upon request to school office - <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free
Out of school clubs	<a href="#">Breakfast &amp; after school care run by an outside provider   Lady Bankes Primary School</a>  Hard copy: available upon request to school office - <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free

Services for which the school is entitled to recover a fee, together with those fees	<a href="#">School Policies   Lady Bankes Primary School</a>  <b>Hard copy:</b> available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free
School publications, leaflets, books and newsletters	<a href="#">Parents   Lady Bankes Primary School</a>  <b>Hard copy:</b> available upon request to school office – <a href="mailto:office@ladybankes.school">office@ladybankes.school</a>	Free

Type of Charge	Description	Basis of Charge	Charge
Disbursement costs	Copying @ pence per sheet	Averaged cost of copier and click charges	10 pence per sheet
	Postage	Cost of 2 <sup>nd</sup> sending via Royal Mail standard 2 <sup>nd</sup> class	75pence
Statutory fees	In accordance with relevant legislation		N/A