

List of Charges

Information to be published:	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		12p a sheet
Who's who in the school	Website: Staffing 2023-24 Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 12p a sheet
Who's who on the governing body / board of governors and the basis of their appointment	Website: Governors Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 12p a sheet
Instrument of Government	Website: Governors Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 12p a sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website Contact Details Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 12p a sheet
Annual Report: Ofsted Reports	Website: Ofsted and Performance Data Lady Bankes Primary School	Free 12p a sheet

	Hard copy: available upon request to school office – office@ladybankes.school	
Staffing structure	Website: : Staffing 2023-24 Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 12p a sheet
School session times and term dates	Website: School Year Dates 2024-25 Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 12p per sheet
Address of school and contact details, including email address.	Website: Contact Details Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 12p a sheet
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	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
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 (if any) And in all cases: - Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data - The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report - Post-inspection action plan	Website: Ofsted and Performance Data Lady Bankes Primary School Website – Lady Bankes Primary School - Find school and college performance data in England - GOV.UK (find-school-performance-data.service.gov.uk)	Free Free 12p a sheet

	Hard copy: available upon request to school office – office@ladybankes.school	
Performance management policy and procedures adopted by the governing body.	Hard copy: available upon request to school office – office@ladybankes.school	12p a sheet
Performance data or a direct link to it	Website: : Ofsted and Performance Data Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 1 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: School development priorities 2023-24 Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 12p a sheet up
Safeguarding and child protection	Website: Safeguarding Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 1p a sheet up
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) – where applicable	Website: Admission to the school Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 12p 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 – office@ladybankes.school	12p a sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Website: School Policies Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 1p a sheet
Charging regimes and policies. 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.	Website: School Policies Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	102p per sheet for publicised information otherwise for inspection purposes only
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		

Curriculum circulars and statutory instruments	Website: Our curriculum intents Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free 1p 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
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		
Extra-curricular activities	School Clubs Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free
Out of school clubs	Breakfast & after school care run by an outside provider Lady Bankes Primary School Hard copy: available upon request to school office – office@ladybankes.school	Free

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

Type of Charge	Description	Basis of Charge	Charge
Disbursement costs	Copying @ pence per sheet	Averaged cost of copier and click charges	12 pence per sheet
	Postage	Cost of 2 nd sending via Royal Mail standard 2 nd class	91pence
Statutory fees	In accordance with relevant legislation		N/A