

## Guide to information available from the Schools within The Learning Trust under the model publication scheme

| Information to be published   | How the information can be obtained  | Cost<br>See final page for costs |
|---|--|----------------------------------|
| <p><b>Class 1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | <ul style="list-style-type: none"> <li>• <a href="#">The Learning Trust website</a></li> <li>• <a href="#">Belgrave Primary School website</a></li> <li>• <a href="#">Chester International School website</a></li> <li>• <a href="#">Christleton High School website</a></li> <li>• <a href="#">Queen's Park High School website</a></li> </ul> | Free                             |
| Who's who in the school   | Please see our school websites – links above   | Free                             |
| Who's who on the governing body and the basis of their appointment  | Please see our websites – links above  | Free                             |
| Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))                    | Please see our school websites – links above   | Free                             |
| School prospectus   | Please see our school websites – links above   | Free                             |
| School session times and term dates   | Please see our school websites – links above   | Free                             |

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| <p><b>Class 2 – What we spend and how we spend it</b><br/>         (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | (hard copy and/or The Learning Trust website) <ul style="list-style-type: none"> <li>• <a href="#">TLT Finance and Funding Arrangements</a></li> <li>• <a href="#">TLT Our performance</a></li> </ul> | See final page for costs/Free |
| Annual budget plan and financial statements  | Hard copy   | See final page for costs      |
| Capitalised funding  | Hard copy   | See final page for costs      |
| Additional funding   | Hard copy   | See final page for costs      |
| Procurement and projects   | Hard copy   | See final page for costs      |
| Pay policy   | Hard copy   | See final page for costs      |
| Staffing and grading structure   | Hard copy   | See final page for costs      |

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| <p><b>Class 3 – What our priorities are and how we are doing</b><br/>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>                                       | (hard copy or website)  | See final page for costs/Free |
| <p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Get Information About Schools:<br/><a href="https://get-information-schools.service.gov.uk/">https://get-information-schools.service.gov.uk/</a></li> <li>• School performance Service:<br/><a href="https://www.gov.uk/school-performance-service">Gov.UK - School Performance Service</a></li> <li>• Find an inspection report:<br/><a href="https://reports.ofsted.gov.uk/">https://reports.ofsted.gov.uk/</a></li> </ul> | Free                          |

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|   |  |                                |
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| Teacher appraisal and capability procedures   | Hard copy  | See final page for costs       |
| Schools' future plans; for example, proposals for and any consultation on the future of the school, such as a change in status                        | School Websites/Hard copy  | Free/ See final page for costs |
| Safeguarding and child protection   | School Websites/Hard copy  | Free/See final page for costs  |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)  |  |                                |
| Current and previous three years as a minimum   | (Hard copy or website)   | See final page for costs/Free  |
| Admissions policy/decisions (not individual admission decisions)  | <a href="http://www.cheshirewestandchester.gov.uk">www.cheshirewestandchester.gov.uk</a> | Free                           |
| Agendas of meetings of the governing body and (if held) its sub-committees  | Hard copy  | See final page for costs       |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.                               | Hard copy  | See final page for costs       |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities) |  |                                |
| Current information only  | (hard copy or website)   | See final page for costs/Free  |

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|   |  |                                 |
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|   |  |                                 |
| <p>School policies including:</p> <ul style="list-style-type: none"> <li>• TLT Charging and remissions policy</li> <li>• Complaints procedure</li> <li>• Equality Act statement</li> <li>• TLT Health and Safety</li> <li>• Local Health and Safety</li> </ul>  | <p>Please see The Learning Trust and school websites</p> | <p>Free</p>                     |
| <p>Student and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Student discipline</li> </ul> | <p>Please see our school websites</p>                    | <p>Free</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>                      | <p>Hard copy<br/>Hard copy<br/>Hard copy</p>             | <p>See final page for costs</p> |

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| Charging regimes and policies.<br><br>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  | See final page for costs      |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only (this does not include the attendance register).  | (hard copy; some information may only be available by inspection)            | See final page for costs      |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only  | (hard copy or website; some information may only be available by inspection) | See final page for costs/Free |
| Extra-curricular activities   | Please see our school websites   | Free                          |
| Out of school clubs   | Please see our school websites   | Free                          |

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|  |                                |                                |
|--|--------------------------------|--------------------------------|
| School publications  | Please see our school websites | Free                           |
| Services for which the school is entitled to recover a fee, together with those fees   | Hard copy/School websites      | See final page for costs/Free  |
| Leaflets, books, and newsletters   | School website/Hard copy       | Free/ See final page for costs |
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above |                                |                                |

### Contact details:

The DPO, The Learning Trust, Queen's Park Road, Handbridge, Chester, Cheshire, CH4 7AE

### SCHEDULE OF CHARGES

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

Single copies of information covered by this publication are provided free if marked as "Hard Copy" and postal charges at the time will apply. We expect items marked "Website" to be downloaded by yourselves.

| TYPE OF CHARGE           | DESCRIPTION   | BASIS OF CHARGE |
|--------------------------|---|-----------------|
| <b>Disbursement cost</b> | Photocopying/printing @ £0.05 per sheet (black & white) | Actual cost *   |
|                          | Photocopying/printing @ £0.10 per sheet (colour)        | Actual cost *   |

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|  |         |  |
|--|---------|--|
|  | Postage | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
|  |         | * the actual cost incurred by the public authority       |