Information available from Lavington School under the Freedom of Information publication scheme

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	Website Hard copy from Lavington School The Spring Market Lavington Devizes Wilts. SN10 4EB	Free 10p per sheet
Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website	Free
Head teacher's contact details	Website	Free
Who's who in the school/academy	Website	Free
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	Website Website	Free Free
Instrument of Government / Articles of Association	Website	Free
Academy prospectus	Website	Free
Academy session times and term dates	Website	Free
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	Equa Multi Academy Trust website	Free

Annual budget and financial statements	Equa Multi Academy Trust website	Free
Annual accounts	Equa Multi Academy Trust website	Free
Capital funding	Equa Multi Academy Trust website	Free
Financial Audits reports	Equa Multi Academy Trust website	Free
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Equa Multi Academy Trust website	Free
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Equa Multi Academy Trust website	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Equa Multi Academy Trust website	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Equa Multi Academy Trust website	Free
Procurement and contracts we have entered into	Hard copy	10p per sheet
Details of any premiums we receive such as Pupil premium.	Website	Free
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	Hard copy	10p per sheet
Latest Ofsted reports	Website	Free
Exam and assessment results	Website	Free
Performance tables	Website	Free
Careers programme information	Website	Free

Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	Hard copy	10p per sheet
Admissions policy and, where applicable, admission decisions *(eg application numbers/patterns of successful applicants, including criteria on which applications were successful)*	Website	Free
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy	10p per sheet
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website	Free
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website	Free
Safeguarding and child protection, including protecting children's personal data	Website	Free
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Website	Free
Policies and procedures relating to recruitment and human resources	Hard copy	10p per sheet

Special educational needs	Website	Free
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website	Free
Pay Policy	Hard copy	10p per sheet
Records management (Information security policies • Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Website Website	Free Free
Charging regimes and policies	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Hard copy	10p per sheet
Curriculum circulars and statutory instruments	Hard copy	10p per sheet
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy	10p per sheet
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy	10p per sheet
Asset register and Information Asset register	Hard copy	10p per sheet
Any information we are currently legally required to hold in publicly available registers	Hard copy	10p per sheet
Extra-curricular activities	Website	Free

Out of school/academy clubs	Website	Free
Services for which we are entitled to recover a fee, together with those fees	Hard Copy	10p per sheet
Requests for paper copies of information	Hard Copy	10p per sheet
Our publications, leaflets, books and newsletters	Website	Free
Additional Information Any information that is not itemised in the lists above		

Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 10p
	Photocopying @ 20p per sheet (colour)	Actual cost 20p
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	This includes all costs for photocopying and postage of documents	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred