

Class One - Who we are and what we do (Organisational information, structures and contacts; current information only)

Information to be published	How you can obtain the information?
Who's who in the school	<p>Website: https://www.ladywoodschooll.com/meetthestaff</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Who's who on the governing body and the basis of their appointment	<p>Website: https://www.ladywoodschooll.com/trustboard</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Who's who on the Trust Board and the basis of their appointment	<p>Website: https://www.woodbridgetrust.co.uk/governance</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Instrument of Government / Articles of Association	<p>Website: https://www.woodbridgetrust.co.uk/governance</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Contact details for the Head Teacher and the governing body	<p>Website: https://www.ladywoodschooll.com</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>

School prospectus	<p>Website:</p> <p>https://www.ladywoodschoo.com</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
School session and term dates	<p>Website:</p> <p>https://www.ladywoodschoo.com</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>Class Two – 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)</p>	
Information to be published	How you can obtain the information?
Annual budget and financial statements	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Annual accounts	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Capital funding	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Financial Audits reports	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>

Publication of Executive pay	<p>Website:</p> <p>https://www.woodbridgetrust.co.uk</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Procurement and contracts we have entered into	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Details of any premiums we receive such as Pupil premium.	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>Class Three – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews; current information as a minimum)</p>	
Information to be published	How you can obtain the information?
Annual Report	<p>Website:</p> <p>https://www.woodbridgetrust.co.uk</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Latest reports from Ofsted	<p>Website:</p> <p>https://www.ladywoodschoool.com/ofsted</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>

<p>Exam and assessment results</p>	<p>Website: https://www.ladywoodschoo.com/ks2-assessments</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>Performance tables (Pupil progress within Annual Report)</p>	<p>Website: https://www.woodbridgetrust.co.uk</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of our school/academy, such as a change in status.</p>	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>School profile and performance data supplied to the Government</p>	<p>Website: Get Information about Schools - GOV.UK</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>Safeguarding Policy Accessibility Policy Equality Policy</p>	<p>Website: https://www.ladywoodschoo.com/policies</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>

Class Four – How we make decisions (Decision making processes and records of decisions; current and previous three years as a minimum)

Information to be published	How you can obtain the information?
Admissions policy and, where applicable, admission decisions	<p>Website: https://www.ladywoodschoo.com/admissions</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	<p>Hard Copy – available upon request – please contact school. Please see below for charges</p>

Class Five – Our policies and procedures. Current written protocols, policies and procedures for delivering our services and responsibilities. School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc: current information only)

Information to be published	How you can obtain the information?
Safeguarding policy	<p>Website: https://www.ladywoodschoo.com/policies</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>
Equality and Diversity	<p>Website: https://www.ladywoodschoo.com/policies</p> <p>Hard Copy – available upon request – please contact school. Please see below for charges</p>

<p>Policies and procedures relating to recruitment and human resources</p>	<p>Website: https://www.ladywoodschoo.com/policies</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>Special Educational Needs</p>	<p>Website: https://www.ladywoodschoo.com/policies</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>Complaints policies</p>	<p>Website: https://www.ladywoodschoo.com/policies</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>Records management (Information security policies)</p>	<p>Website: https://www.ladywoodschoo.com/policies</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
<p>Charging regimes and policies</p>	<p>Website: https://www.woodbridgetrust.co.uk</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>

Class Six – Lists and Registers. (currently maintained lists and registers only; this does not include the attendance register)

Information to be published	How you can obtain the information?
Curriculum circulars and statutory instruments	<p>Website:</p> <p>https://www.ladywoodschooll.com/curriculum</p> <p>https://www.woodbridgetrust.co.uk</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Asset register and Information Asset register	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>
Any information we are currently legally required to hold in publicly available registers	<p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>

Class Seven – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses; current information only)

Information to be published	How you can obtain the information?
School publications, leaflets, books and newsletters	<p>Website: https://www.ladywoodschoo.com/downloads</p> <p>Hard Copy – available upon request – please contact school.</p> <p>Please see below for charges</p>

Schedule of Charges

Applicants may be expected to meet the postage costs. The cost of an A4 photocopy or printed sheet will be charged at 10p for black and white and 50p colour per A4 sheet and postal costs will be based on current Royal Mail charges.