**Guide to Information**

Information available from **LS-TEN** under the model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table.

|  |  |  |
| --- | --- | --- |
| **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 contactsCurrent information only  | Via our website [www.ls-ten.org](http://www.ls-ten.org) Hard copy on request:hello@ls-ten.org0113 5325357  | FreeDisbursement cost |
| Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address | Via our website [www.ls-ten.org](http://www.ls-ten.org) On request from Amy Harrison hello@ls-ten.org0113 5325357 | Free |
| Head teacher’s contact details | Via our website [www.ls-ten.org](http://www.ls-ten.org)  | Free |
| Who’s who in the school/Charity | On request:hello@ls-ten.org0113 5325357 | Free |
| Who’s who on the governing body / board of governors and selection criteria for appointmentGoverning body’s contact details | Via our website [www.ls-ten.org](http://www.ls-ten.org) On request:hello@ls-ten.org0113 5325357 | Free |
| Instrument of Government / Articles of Association | Via Charities Commission website - <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5145576/governing-document>On request:hello@ls-ten.org0113 5325357 | FreeDisbursement cost |
| School prospectus  | Not Held | N/A |
| School session times and term dates | On request:hello@ls-ten.org0113 5325357 | Free |
| **Class 2 – What we spend and how we spend it**End of year accounts | Companies House Website: <https://find-and-update.company-information.service.gov.uk/company/11753606/filing-history>On request:hello@ls-ten.org0113 5325357 | FreeDisbursement cost |
| Financial Audits reports | Companies House Website: <https://find-and-update.company-information.service.gov.uk/company/11753606/filing-history>On request:hello@ls-ten.org0113 5325357 | FreeDisbursement cost |
| **Class 3 – What our priorities are and how we are doing**Strategies and plans, performance indicators, audits, inspections and reviews | On request:hello@ls-ten.org0113 5325357 | Free,Disbursement cost |
| Latest reports from regulators e.g. Ofsted  - Summary - Full report* - Post-inspection action plan
 | Via link on our website [www.ls-ten.org](http://www.ls-ten.org) On request:hello@ls-ten.org0113 5325357 | FreeDisbursement cost |
| Exam and assessment results | Via our website [www.ls-ten.org](http://www.ls-ten.org)  | Free |
| Performance tables | Via our website [www.ls-ten.org](http://www.ls-ten.org)  | Free |
| Careers programme information | Via our website [www.ls-ten.org](http://www.ls-ten.org)  | Free |
| The school’s future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.  | Not held | N/A |
| **Class 4 – How we make decisions**Admissions policy and, where applicable, admission decisions | Via our website [www.ls-ten.org](http://www.ls-ten.org) On request:hello@ls-ten.org0113 5325357 | Free |
| **Class 5 – Our policies and procedures**Current written protocols, policies and procedures for delivering our services and responsibilitiesCurrent information only   | Via our website [www.ls-ten.org](http://www.ls-ten.org) On request:hello@ls-ten.org0113 5325357 | FreeDisbursement cost |
| School policies and other documents, such as behaviour policy, anti-bullying policy, online Safety, values and ethos etc. | Via our website [www.ls-ten.org](http://www.ls-ten.org) On request:hello@ls-ten.org0113 5325357 | FreeDisbursement cost |
| Safeguarding and child protection, including protecting children’s personal data  | Via our website [www.ls-ten.org](http://www.ls-ten.org) On request:hello@ls-ten.org0113 5325357 | FreeDisbursement cost |
| Policies and procedures relating to recruitment and human resources  | On request:hello@ls-ten.org0113 5325357 | Free,Disbursement cost |
| Special educational needs  | Via our website [www.ls-ten.org](http://www.ls-ten.org) On request:hello@ls-ten.org0113 5325357 | FreeDisbursement cost |
| Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme) | Via our website [www.ls-ten.org](http://www.ls-ten.org) On request:hello@ls-ten.org0113 5325357 | FreeDisbursement cost |
| Records management (Information security policies* Records retention, destruction and archive policies)

Data protection (including information sharing and CCTV usage policies) | Via our website [www.ls-ten.org](http://www.ls-ten.org) On request:hello@ls-ten.org0113 5325357 | FreeDisbursement cost |
| Charging regimes and policies | Not held | N/A |
| **Class 6 – Lists and Registers**Currently maintained lists and registers only (this does not include the attendance register) | hard copy or website; some information may only be available by inspection) | Disbursement cost |
| Curriculum circulars and statutory instruments | Via our website [www.ls-ten.org](http://www.ls-ten.org) On request:hello@ls-ten.org0113 5325357 | FreeDisbursement cost |
| Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf | On request:hello@ls-ten.org0113 5325357 | Disbursement cost |
| Any information we are currently legally required to hold in publicly available registers  | On request:hello@ls-ten.org0113 5325357 | Disbursement cost |
| **Class 7 – The services we offer**Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businessesCurrent information only | (hard copy or website; some information may only be available by inspection) |  |
| Extra-curricular activities | On request:hello@ls-ten.org0113 5325357 | Free |
| Out of school/academy clubs | On request:hello@ls-ten.org0113 5325357 | Free |
| Services for which we are entitled to recover a fee, together with those fees | On request:hello@ls-ten.org0113 5325357 | Free |
| Requests for paper copies of information  | On request:hello@ls-ten.org0113 5325357 | Disbursement cost |
| Our publications, leaflets, books and newsletters | Via our website [www.ls-ten.org](http://www.ls-ten.org) On request:hello@ls-ten.org0113 5325357 | FreeDisbursement cost |
| **Additional Information**Any information that is not itemised in the lists above | Via our website [www.ls-ten.org](http://www.ls-ten.org) On request:hello@ls-ten.org0113 5325357 | Disbursement cost |

**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 @ 2p per sheet (black & white) | Actual cost incurred |
|  | Photocopying @ 5p per sheet (colour) | Actual cost incurred |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** |  | In accordance with the relevant legislation |
|  |  |  |