



## Freedom of Information

Guide to information available from Lumen Learning Trust under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	<u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> About Us  <u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a> <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> School Info	Free  Free
Who's who in the school	<u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> Meet the Team  <u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a> <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> Who's Who	Free  Free
Who's who on the governing body / board of governors and the basis of their appointment	<u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> About Us > Governance Arrangements  <u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a> <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> Who's Who > Governing Body	Free  Free



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Instrument of Government / Articles of Association	<u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> About Us > Company Information	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> Contact Us  <u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a> <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> Contact Us	Free  Free
School prospectus (if any)	<u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a> <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> School Info	Free
Annual Report (if any)	<u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> About Us > Company Information	Free
Staffing structure	<u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> About Us > Who's Who  <u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a>	Free



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Information to be published	How the information can be obtained	Cost
	<a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> Who's Who	
School session times and term dates	<u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a> <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> School Info	Free
Address of school and contact details, including email address.	<u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> Contact Us  <u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a> <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> Contact Us	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum.	<u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> About Us > Company Information > Annual report and accounts	Free
Financial statements	<u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> About Us > Company Information	Free
Capital funding	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below



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Information to be published	How the information can be obtained	Cost
Financial audit reports	<u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> About Us > Company Information > Annual report and accounts	Free
Details of expenditure items over £20,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
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).	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
Pay policy	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
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.	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
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.	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
Current information as a minimum		
School profile (if any)	<u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a>	Free
And in all cases:		



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<ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>The latest Ofsted / Estyn / Education and Training Inspectorate report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>Post-inspection action plan</li> </ul>	<p><a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a>  <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a>            School Info &gt; National Assessment Results</p> <p>School Info &gt; Ofsted</p> <p>Upon application to Lumen Central Data Management Team  <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a></p>	Free
Performance management policy and procedures adopted by the governing body.	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
Performance data or a direct link to it	<p><u>Individual school</u>  <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a>  <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a>  <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a>  <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a>  <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a>            School Info &gt; National Assessment Results</p>	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
Safeguarding and child protection	<p><u>Individual school</u>  <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a>  <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a>  <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a>  <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a>  <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a>            School Info &gt; Policies</p>	Free
<p><b>Class 4 – How we make decisions</b>            (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below



Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
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).	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p><u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> About Us &gt; Lumen Learning Trust Policies</p> <p><u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a> <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> School Info &gt; Policies</p>	Free
<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><u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> About Us &gt; Lumen Learning Trust Policies</p>	Free
<p>Charging regimes and policies.</p> <p>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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p><u>Lumen Learning Trust</u> <a href="http://www.lumenlearningtrust.co.uk">www.lumenlearningtrust.co.uk</a> About Us &gt; Lumen Learning Trust Policies</p>	Free
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below



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Curriculum circulars and statutory instruments	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
Disclosure logs	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
Asset register	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
Any information the school is currently legally required to hold in publicly available registers	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Upon application to Lumen Central Data Management Team <a href="mailto:datamanager@lumenlearningtrust.co.uk">datamanager@lumenlearningtrust.co.uk</a>	Please refer to schedule of charges below
Extra-curricular activities	<u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a> <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> Curriculum	Free
Out of school clubs	<u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a> <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> Curriculum	Free
Services for which the school is entitled to recover a fee, together with those fees	<u>Individual school</u> <a href="http://www.darleydeneprimary.co.uk">www.darleydeneprimary.co.uk</a>	Free



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	<a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a> <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> Curriculum	
School publications, leaflets, books and newsletters	Individual school <a href="http://www.darleydenepprimary.co.uk">www.darleydenepprimary.co.uk</a> <a href="http://www.echelfordprimary.co.uk">www.echelfordprimary.co.uk</a> <a href="http://www.riverbridgeprimary.co.uk">www.riverbridgeprimary.co.uk</a> <a href="http://www.saxonprimary.co.uk">www.saxonprimary.co.uk</a> <a href="http://www.waltonoakprimary.co.uk">www.waltonoakprimary.co.uk</a> Homepage > Newsletters	Free
<b>Additional Information</b> This will provide schools with the opportunity to publish 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
<b>Disbursement cost</b>	Photocopying/printing @ <b>25p</b> per sheet (A4 black & white)	Actual cost for A4 black & white (copier 0.227p / paper 0.011p)*
	Photocopying/printing @ <b>25p</b> per sheet (A3 black & white)	Actual cost for A3 black & white (copier 0.227p / paper 0.026p)*
	Photocopying/printing @ <b>25p</b> per sheet (A4 colour)	Actual cost for A4 colour (copier 2.27p / paper 0.011p)*
	Photocopying/printing @ <b>25p</b> per sheet (A3 colour)	Actual cost for A3 colour (copier 2.27p / paper 0.026p)*
	Actual cost	Actual cost of Royal Mail postage (not included in cost per sheet)
<b>Statutory Fee</b>	£0.00	In accordance with the relevant legislation
<b>Other</b>	Included in above cost per sheet	Staff resource

\* the actual cost incurred by the public authority