

Class 1 - Who we are and what we do		
This will be current information only		
Who's who in the Trust and schools	Website: Trust : The Learning Partnership Individual Schools : TLP Schools The Learning Partnership Contact individual schools directly :	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website: Trust Governance Information The Learning Partnership	Free
Instrument of Government / Articles of Association	Website: Trust Governance Information The Learning Partnership	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	contact individual school directly TLP Schools The Learning Partnership . Trust information: Trust Governance Information The Learning Partnership	Free
School prospectus (if any)	contact individual school directly TLP Schools The Learning Partnership .	Free £1.00 per document
Annual Report (if any)	Included in Trust Financial Statement Financial Information The Learning Partnership	Free £1.00 per document

Staffing structure	Website: https://www.avenue.reading.sch.uk/page/?title=Our+Team&pid=180 Hard copy: available upon request - contact school	Free £1.00 per document
School session times and term dates (contact individual school)	Website: (individual school) TLP Schools The Learning Partnership.	Free
Address of Trust and school and contact details, including email address.	Website: Trust: The Learning Partnership Schools: TLP Schools The Learning Partnership	Free
Class 2 – What we spend and how we spend it	Website: Financial Information The Learning Partnership Hard copy: request via Trust DPO	Free £1.00 per document
Annual budget plan and financial statements	Request - Contact Trust DPO	£1.00 per document
Capital funding	Request - Contact Trust DPO	£1.00 per document
Financial audit reports	Request - Contact Trust DPO	£1.00 per document
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six- monthly interval where practical.	Request - Contact Trust DPO	£1.00 per document
Procurement and contracts the school/Trust has entered into.	Request - Contact Trust DPO	£1.00 per document
Pay policy	Request - Contact Trust DPO	£1.00 per document

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.	Available upon request - Contact Trust DPO	£1.00 per document
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. (Included in Financial statements)	Hard copy: available upon request - contact Trust DPO	£1.00 per document
Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range. (Included in Financial statements)	Website: Financial Information The Learning Partnership Hard copy: available upon request - contact Trust DPO	Free £1.00 per document
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request - contact Trust DPO	£1.00 per document
Class 3 – What our priorities are and how we are doing		
School profile (if any)	Website: TLP Schools The Learning Partnership	Free
Performance data supplied to the English Government <ul style="list-style-type: none"> • The latest Ofsted Inspectorate report • Summary • Full report • Post-inspection action plan 	Website: Compare the performance of schools and colleges in England - GOV.UK Ofsted website: Find an Ofsted inspection report - GOV.UK N/A	Free
Performance management policy and procedures adopted by the governing body.	Website: Policies & Reports The Learning Partnership Hard copy: available upon request -contact Trust DPO -	£1.00 per document
Performance data or a direct link to it	NA	

The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request - contact individual school directly	£1.00 per document
Safeguarding and child protection	Hard copy: available upon request - contact individual school directly	£1.00 per document
Class 4 – How we make decisions		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: individual school website policy pages TLP Schools The Learning Partnership Hard copy: available upon request - contact individual school directly	Free £1.00 per document
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).	Website: Trust Governance Information The Learning Partnership Hard copy: available upon request - contact trust DPO	Free £1.00 per document
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	-	
These include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by English government. These will include policies and procedures for handling information requests.	Website- Trust policies: Policies & Reports The Learning Partnership individual school website policy pages TLP Schools The Learning Partnership Hard copy: available upon request - contact individual school or Trust DPO	Free £1.00 per document

<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Website: Trust policies: Policies & Reports The Learning Partnership individual school website policy pages TLP Schools The Learning Partnership</p> <p>Hard copy: available upon request - contact individual school or Trust DPO</p>	<p>Free</p> <p>£1.00 per document</p>
<p>Charging regimes and policies.</p>	<p>Website- individual school website policy pages TLP Schools The Learning Partnership Hard copy: available upon request - contact individual school directly</p>	<p>Free</p> <p>£1.00 per document</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Website: Trust Governance Information The Learning Partnership Hard copy: available upon request -</p>	<p>Free</p> <p>£1.00 per document</p>
<p>Disclosure logs</p>	<p>Hard copy: available upon request - contact Trust DPO</p>	<p>£1.00 per document</p>
<p>Asset register</p>	<p>Hard copy: available upon request - contact Trust DPO</p>	<p>£1.00 per document</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Hard copy: available upon request - contact Trust /School DPO</p>	<p>£1.00 per document</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		

Current information only		
Extra-curricular activities <i>(Contact the individual school directly)</i>	Website: https://thelearningalliance.co.uk/our-schools/tlp-schools Hard copy: available upon request - contact individual school directly	Free £1.00 per document
Out of school clubs <i>(Contact the individual school directly)</i>	Website: TLP Schools The Learning Partnership contact individual school directly	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: available upon request -contact individual school directly	copy
School publications, leaflets, books and newsletters <i>(Contact the individual school directly)</i>	Website: TLP Schools The Learning Partnership Hard copy: available upon request - contact individual school directly	Free £1.00 per document
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	The Trust DPO can be contacted via email dpo@tlptrust.com	

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/printing @ a fixed cost of £1.00 per document to reflect actual costs and administrative costs	Fixed cost plus administrative costs/time to prepare hardcopy
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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