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| Lady Margaret Primary School |  | Published guide to information |
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**The publication schedule**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as ‘classes’. The classes of information that we undertake to make available are listed in the table below:

| Classes of information   | How the information can be obtained   | Cost        |
|--|---|-------------|
| <b>Who we are and what we do?</b>  |   |             |
| <b>Staffing</b>  | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/school-staff/">http://www.ladymargaret.ealing.sch.uk/school-staff/</a>   | Free        |
|  | <b>Hard copy</b> : available on request from the school office  | 5p per page |
| <b>Governing body</b>  | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/governors/">http://www.ladymargaret.ealing.sch.uk/governors/</a>   | Free        |
|  | <b>Hard copy</b> : available on request from the school office  | 5p per page |
| <b>Instrument of Government</b>  | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/wp-content/uploads/2022/08/Lady-Margaret-P-IOG-April-2021.pdf">http://www.ladymargaret.ealing.sch.uk/wp-content/uploads/2022/08/Lady-Margaret-P-IOG-April-2021.pdf</a> | Free        |
|  | <b>Hard copy</b> : available on request from the school office  | 5p per page |
| <b>Contact details for the Headteacher and for the governing body, via Mrs Mangat in the school office</b> | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/contact-lmps/">http://www.ladymargaret.ealing.sch.uk/contact-lmps/</a>   | Free        |
|  | <b>Hard copy</b> : available on request from the school office  | 5p per page |
| <b>Staffing structure</b>  | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/school-staff/">http://www.ladymargaret.ealing.sch.uk/school-staff/</a>   | Free        |
|  | <b>Hard copy</b> : available on request from the school office  | 5p per page |



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| School session times and term dates   | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/term-dates/">http://www.ladymargaret.ealing.sch.uk/term-dates/</a><br><a href="http://www.ladymargaret.ealing.sch.uk/events/">http://www.ladymargaret.ealing.sch.uk/events/</a> | Free        |
|   | <b>Hard copy :</b> available on request from the school office   | 5p per page |
| Address of school and contact details for general enquiries   | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/contact-lmps/">http://www.ladymargaret.ealing.sch.uk/contact-lmps/</a>  | Free        |
|   | <b>Hard copy :</b> available on request from the school office   | 5p per page |
| <b>What we spend and how we spend it?</b>   |  |             |
| For historical financial data on  | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/schools-financial-benchmarking/">http://www.ladymargaret.ealing.sch.uk/schools-financial-benchmarking/</a>  | Free        |
| <ul style="list-style-type: none"> <li>• staff</li> <li>• premises (for example, building maintenance)</li> <li>• occupation (the cost of occupying the school building, for example, energy and water)</li> <li>• supplies and services (for example, stationery, books and examination fees)</li> </ul> |  |             |
|   | <b>Hard copy:</b> available on request   | 5p per page |
| Financial statement for the current and previous financial year   | <b>Hard copy:</b> available on request   | 5p per page |
| Details of expenditure procurement and contracts  | <b>Hard copy:</b> available on request   | 5p per page |



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| <b>Whole school pay policy</b>  | <b>Hard copy:</b> available on request  | 5p per page |
| <b>Allowances</b> Details of allowances and expenses that can be incurred by staff and governors.                                       | <b>Hard copy:</b> available on request  | 5p per page |
| <b>Pupil Premium and other catch-up funding</b>   | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/pupil-premium/">http://www.ladymargaret.ealing.sch.uk/pupil-premium/</a>   | Free        |
|   | <b>Hard copy:</b> available on request  | 5p per page |
| <b>Utilities and school running expenditure</b>   | <b>Hard copy:</b> available on request  | 5p per page |
| <b>What our priorities are and how are we doing?</b> Strategy and performance information, plans, assessments, inspections and reviews. |   |             |
| <b>Performance data</b>   | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/academic-results/">http://www.ladymargaret.ealing.sch.uk/academic-results/</a>   | Free        |
|   | <b>Hard copy:</b> available on request from the school office   | 5p per page |
| <b>The latest Ofsted report</b>   | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/ofsted-report/">http://www.ladymargaret.ealing.sch.uk/ofsted-report/</a>   | Free        |
|   | <b>Hard copy:</b> available on request from the school office   | 5p per page |
| <b>The school's vision and values</b>   | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/aims-and-visions/">http://www.ladymargaret.ealing.sch.uk/aims-and-visions/</a>   | Free        |
|   | <b>Hard copy:</b> available on request from the school office   | 5p per page |
| <b>Health and Safety Policy</b>   | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/wp-content/uploads/2022/03/Health-and-Safety-Policy.pdf">http://www.ladymargaret.ealing.sch.uk/wp-content/uploads/2022/03/Health-and-Safety-Policy.pdf</a> | free        |



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|   | <b>Hard copy:</b> available on request from the school office   | 5p per page |
| <b>Risk Assessments</b>   | <b>Hard copy:</b> available on request from the school office   | 5p per page |
| <b>Staff Conduct, Discipline and Grievance</b>  | <b>Hard copy:</b> available on request from the school office   | 5p per page |
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| <b>How we make decisions?</b> Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.                             |   |             |
| <b>Admissions policy</b>  | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/admissions/">http://www.ladymargaret.ealing.sch.uk/admissions/</a>                     | Free        |
|   | <b>Hard copy:</b> available on request from the school office   | 5p per page |
| <b>Agendas and minutes of the governing body (with the exception of confidential minutes)</b>   | <b>Hard copy:</b> available on request from the school office   | 5p per page |
| <b>Our policies and procedures:</b> Current written protocols for delivering our functions and responsibilities.  |   |             |
| <b>Statutory policies</b>   | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/school-policies/">http://www.ladymargaret.ealing.sch.uk/school-policies/</a>           | Free        |
|   | <b>Hard copy:</b> available on request from the school office   | 5p per page |
| <b>Curriculum policies</b>  | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/school-policies/">http://www.ladymargaret.ealing.sch.uk/school-policies/</a>           | Free        |
|   | <b>Hard copy:</b> available on request from the school office   | 5p per page |
| <b>HR policies</b>  | <b>Hard copy:</b> available on request from the school office   | 5p per page |
| <b>GDPR and data protection</b>   | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/gdpr-data-protection/">http://www.ladymargaret.ealing.sch.uk/gdpr-data-protection/</a> | Free        |
|   | <b>Hard copy:</b> available on request from the school office   | 5p per page |
| <b>Lists and registers</b> Information held in registers required by law and other lists and registers relating to the functions of the authority.                    |   |             |
| <b>Any information the school is currently legally required to hold in publicly available registers (<i>this does not include the school attendance register</i>)</b> | Inspection only contact the school office   | Free        |

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| <b>The services we offer</b>   |  |  |                  |
| <b>Extracurricular activities</b>  | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/school-clubs/">http://www.ladymargaret.ealing.sch.uk/school-clubs/</a>  |  | Free             |
|  | <b>Hard copy:</b> available on request from the school office  |  | 5p per page      |
| <b>After school club</b>   | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/school-clubs/">http://www.ladymargaret.ealing.sch.uk/school-clubs/</a>  |  | Free             |
|  | <b>Hard copy:</b> available on request from the school office  |  | 5p per page      |
| <b>Services for which the school is entitled to recover a fee.</b>                                 | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/school-policies/">http://www.ladymargaret.ealing.sch.uk/school-policies/</a>  |  | Free             |
|  | <b>Hard copy:</b> available on request from the school office  |  | 5p per page      |
| <b>School publications, leaflets and newsletters</b>   | <b>Website:</b> <a href="http://www.ladymargaret.ealing.sch.uk/newsletters/">http://www.ladymargaret.ealing.sch.uk/newsletters/</a><br><a href="http://www.ladymargaret.ealing.sch.uk/class-letters/">http://www.ladymargaret.ealing.sch.uk/class-letters/</a> |  | Free             |
|  | <b>Hard copy:</b> available on request from the school office  |  | 5p per page      |
| <b>Schedule of charges</b> - Charges which may be made for information published under this scheme |  |  |                  |
| <b>Disbursement costs</b>  | Photocopying/printing @ pence per sheet (black and white)  | Actual cost  | 5 pence per page |
|  | Photocopying/printing @ pence per sheet (black and white)  | Actual cost  | Not available    |
|  | Postage  | Actual costs of Royal Mail standard 2 <sup>nd</sup> class up to 100g | £0.68 - £1.05    |
|  |  | Actual costs of Royal Mail standard 2 <sup>nd</sup> class 101 – 750g | £1.65 - £2.70    |
| <b>Statutory fee</b>   | In accordance with the relevant legislation  |  | Not applicable   |