

Leading Learning Trust – School Information Guide

**Updated January 2018, in line with the General Data
Protection Regulations**

**Applies to: Selwyn Primary School, Portway Primary School
and the Leading Learning Trust - reviewed annually in
October**



**Leading
Learning Trust**

Selwyn Primary School and Portway Primary School are part of the Leading Learning Trust



Information to be published	Is the information held by the Leading Learning Trust (LLT) or the schools?	How can the information be obtained?	Cost
<p>Class 1 – Who are we and what do we do?</p> <ul style="list-style-type: none"> - Organisational information, structures, locations and contacts - Who’s who in school – leadership and staff teams - Who’s who on the governing body/trustee board - Register of business/financial interests for all LLT trustees/members - Register of business/financial interests for all LGB members - Certificate of Incorporation - Articles of Association - Annual Report - School term and holiday dates - Address and contact details 	<ul style="list-style-type: none"> - LLT - Schools - Schools and LLT - LLT - Schools - Companies House - Companies House - Companies House - Schools - Schools and LLET 	<ul style="list-style-type: none"> - LLT website - Schools’ websites - LLT and schools’ websites - LLT website - Schools’ websites - Companies House website - Companies House website - Companies House website - Schools’ websites - LLT and schools’ websites 	n/a
<p>Class 2 – What do we spend and how do we spend it?</p> <ul style="list-style-type: none"> - Current and previous year’s annual accounts - FARM (Finance, Audit and Risk Management) terms of reference - Annual budget - Capital funding - Audit reports - Details of expenditure > £2,000 (published annually) - Procurement contracts/information re LA’s procurement contracts - Pay policy - Senior staff salaries – over £60,000 per annum, in categories - Other staff salaries – numbers, in bands of £10,000 	<ul style="list-style-type: none"> - Companies House - LLT - Companies House - Schools - Companies House - Schools - Schools - Schools - Schools - Schools - Schools 	<ul style="list-style-type: none"> - Companies House website - LLT website - Companies House website - School office - Companies House website - School office - School office - School office - School office - School office - School office 	n/a



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<p>Class 3 – What are our priorities and how are we doing?</p> <ul style="list-style-type: none"> - Pupil Premium strategy (current year) - Pupil Premium plan and impact (previous year) - Sports and PE Premium plan - Nursery Pupil Premium plan - Ofsted inspection reports - School development plan - Key stage 2 results and LA/national comparators - Safeguarding and child protection 	<ul style="list-style-type: none"> - Schools - Schools - Schools - Schools - Schools - Schools - Schools - Schools 	<ul style="list-style-type: none"> - Schools' websites - Schools' websites - Schools' websites - Schools' websites - Schools' websites - Schools' websites/office - Schools' websites - Schools' websites 	n/a
<p>Class 4 – How we make decisions</p> <ul style="list-style-type: none"> - LGBs terms of reference - Minutes of trustee meetings - Minutes of LGB meetings - Admissions policy and process - Complaints policy and procedures 	<ul style="list-style-type: none"> - LLT - LLT - Schools - Schools - Schools 	<ul style="list-style-type: none"> - LLT website - LLT website - Schools' websites - Schools' websites - Schools' websites 	n/a



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<p>Class 5 – Our policies and procedures</p> <ul style="list-style-type: none"> - All policies and procedures that maintained schools are required to publish by statute - All policies and procedures that we as an academy trust are required to publish by statute - All policies and procedures that we, as schools that are part of an academy trust, are required to publish by statute - Charging and Remissions Policy - Complaints Policy - Freedom of Information and Data Protection Policy - ICT Acceptable Use Agreement - Online Safety Policy - Health and Safety Policy - All other school and trust policies are available for inspection on receipt of a written request 	<ul style="list-style-type: none"> - Schools - LLT - Schools - Schools - Schools - Schools - Schools - Schools - Schools - Schools 	<ul style="list-style-type: none"> - Schools’ websites - LLT website - Schools’ websites - Schools’ websites - Schools’ websites - Schools’ websites - Schools’ websites - Schools’ websites - Schools’ websites - Schools’ websites 	n/a
<p>Class 6 – Lists and registers</p> <ul style="list-style-type: none"> - Currently maintained statutory lists and registers (excluding attendance register) - Asset register 	<ul style="list-style-type: none"> - Schools - Schools 	<ul style="list-style-type: none"> - School office - School office 	n/a



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<p>Class 7 – The services we offer</p> <ul style="list-style-type: none"> - Our school day - Our term and holiday dates - Extra-curricular clubs and after school care provision - School newsletters (published termly) - School events (published termly) - School updates (published as and when required) 	<ul style="list-style-type: none"> - Schools - Schools - Schools - Schools - Schools - Schools 	<ul style="list-style-type: none"> - Schools' websites - Schools' websites - Schools' websites - Schools' websites - Schools' websites - Schools' websites 	n/a