



# Lauriston School

## Guide to information available from Daubeney, Sebright & Lauriston Federation of Primary School under the model publication scheme

### Version Control

Version	Date	Summary of changes
1.1	March 2021	Front cover, Federation policy

Next review: March 2022

## Federation of Daubeney, Sebright & Lauriston Schools

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class I - Who we are and what we do</b> Daubeney Primary School, Sebright Primary School & Lauriston Primary School Federation Nursery 3 – 4-year-old & Reception (4 – 5-year-old Non-statutory Early Years Education) Reception – Y6 (5+ – 11-year-old EYFS and Primary National Curriculum Education)	<a href="https://www.daubeney.hackney.sch.uk/">https://www.daubeney.hackney.sch.uk/</a>  <a href="https://www.sebright.hackney.sch.uk/">https://www.sebright.hackney.sch.uk/</a>  <a href="https://www.lauriston.hackney.sch.uk/">https://www.lauriston.hackney.sch.uk/</a>	N/A  N/A  N/A
Who’s who in the school Daubeney  Sebright  Lauriston	<a href="https://www.daubeney.hackney.sch.uk/about-us/whos-who">https://www.daubeney.hackney.sch.uk/about-us/whos-who</a>  <a href="https://www.sebright.hackney.sch.uk/about-us/staffing">https://www.sebright.hackney.sch.uk/about-us/staffing</a>  <a href="https://www.lauriston.hackney.sch.uk/about-us/staff">https://www.lauriston.hackney.sch.uk/about-us/staff</a>	N/A  N/A  N/A
Who’s who on the governing body / board of governors and the basis of their appointment Federation Governing Body	<a href="https://www.daubeney.hackney.sch.uk/about-us/governors">https://www.daubeney.hackney.sch.uk/about-us/governors</a>	
Instrument of Government	Request needs to be made via each school’s main office: Daubeney – 020 8985 4380 Sebright – 020 7739 6531 Lauriston – 020 8985 6331	

## Federation of Daubeney, Sebright & Lauriston Schools

<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p> <p>Daubeney</p> <p>Sebright</p> <p>Lauriston</p>	<p><a href="https://www.daubeney.hackney.sch.uk/contact">https://www.daubeney.hackney.sch.uk/contact</a></p> <p><a href="https://www.sebright.hackney.sch.uk/contact">https://www.sebright.hackney.sch.uk/contact</a></p> <p><a href="https://www.lauriston.hackney.sch.uk/contact">https://www.lauriston.hackney.sch.uk/contact</a></p>	
<p>Staffing structure</p>	<p>See Who's Who</p>	
<p>Term dates</p> <p>Daubeney</p> <p>Sebright</p> <p>Lauriston</p>	<p>Paper Copies available in the School's Office (no charge)</p> <p>Websites</p> <p><a href="https://www.daubeney.hackney.sch.uk/about-us/calendar">https://www.daubeney.hackney.sch.uk/about-us/calendar</a></p> <p><a href="https://www.sebright.hackney.sch.uk/about-us/calendar">https://www.sebright.hackney.sch.uk/about-us/calendar</a></p> <p><a href="https://www.lauriston.hackney.sch.uk/calendar">https://www.lauriston.hackney.sch.uk/calendar</a></p>	
<p>Address of school and contact details, including email address.</p> <p>Daubeney</p> <p>Sebright</p> <p>Lauriston</p>	<p>Websites</p> <p><a href="https://www.daubeney.hackney.sch.uk/contact">https://www.daubeney.hackney.sch.uk/contact</a></p> <p><a href="https://www.sebright.hackney.sch.uk/contact">https://www.sebright.hackney.sch.uk/contact</a></p> <p><a href="https://www.lauriston.hackney.sch.uk/contact">https://www.lauriston.hackney.sch.uk/contact</a></p>	

## Federation of Daubeney, Sebright & Lauriston Schools

<p><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)</p> <p>Current and previous financial year as a minimum</p>	<p>Written request should be sent either by email or mail Contact – Daubeney &amp; Sebright <a href="mailto:jshamji@daubeney.hackney.sch.uk">jshamji@daubeney.hackney.sch.uk</a> Lauriston <a href="mailto:lgroom@lauriston.hackney.sch.uk">lgroom@lauriston.hackney.sch.uk</a></p>	
<p>Annual budget plan and financial statements</p>	<p>Written request should be sent either by email or mail Contact – Daubeney &amp; Sebright <a href="mailto:jshamji@daubeney.hackney.sch.uk">jshamji@daubeney.hackney.sch.uk</a> Lauriston <a href="mailto:lgroom@lauriston.hackney.sch.uk">lgroom@lauriston.hackney.sch.uk</a></p>	
<p>Capital funding</p>	<p>Written request should be sent either by email or mail Contact – Daubeney &amp; Sebright <a href="mailto:jshamji@daubeney.hackney.sch.uk">jshamji@daubeney.hackney.sch.uk</a> Lauriston <a href="mailto:lgroom@lauriston.hackney.sch.uk">lgroom@lauriston.hackney.sch.uk</a></p>	
<p>Financial audit reports</p>	<p>Written request should be sent either by email or mail Contact – Daubeney &amp; Sebright <a href="mailto:jshamji@daubeney.hackney.sch.uk">jshamji@daubeney.hackney.sch.uk</a> Lauriston <a href="mailto:lgroom@lauriston.hackney.sch.uk">lgroom@lauriston.hackney.sch.uk</a></p>	
<p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	<p>Written request should be sent either by email or mail Contact – Daubeney &amp; Sebright <a href="mailto:jshamji@daubeney.hackney.sch.uk">jshamji@daubeney.hackney.sch.uk</a> Lauriston <a href="mailto:lgroom@lauriston.hackney.sch.uk">lgroom@lauriston.hackney.sch.uk</a></p>	

## Federation of Daubeney, Sebright & Lauriston Schools

<p>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).</p>	<p>Written request should be sent either by email or mail to Mr Robin Warren, Executive Head Teacher            Contact –            Daubeney &amp; Sebright  <a href="mailto:jshamji@daubeney.hackney.sch.uk">jshamji@daubeney.hackney.sch.uk</a>            Lauriston  <a href="mailto:lgroom@lauriston.hackney.sch.uk">lgroom@lauriston.hackney.sch.uk</a></p>	
<p>Pay policy</p>	<p>Written request should be sent either by email or mail to Mr Robin Warren, Executive Head Teacher            Contact –            Daubeney &amp; Sebright  <a href="mailto:jshamji@daubeney.hackney.sch.uk">jshamji@daubeney.hackney.sch.uk</a>            Lauriston  <a href="mailto:lgroom@lauriston.hackney.sch.uk">lgroom@lauriston.hackney.sch.uk</a></p>	
<p>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.</p>	<p>Written request should be sent either by email or mail to Mr Robin Warren, Executive Head Teacher            Contact –            Daubeney &amp; Sebright  <a href="mailto:jshamji@daubeney.hackney.sch.uk">jshamji@daubeney.hackney.sch.uk</a>            Lauriston  <a href="mailto:lgroom@lauriston.hackney.sch.uk">lgroom@lauriston.hackney.sch.uk</a></p>	
<p>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.</p>	<p>Written request should be sent either by email or mail to Mr Robin Warren, Executive Head Teacher            Contact –            Daubeney &amp; Sebright  <a href="mailto:jshamji@daubeney.hackney.sch.uk">jshamji@daubeney.hackney.sch.uk</a>            Lauriston  <a href="mailto:lgroom@lauriston.hackney.sch.uk">lgroom@lauriston.hackney.sch.uk</a></p>	
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Written request should be sent either by email or mail to Mr Robin Warren, Executive Head Teacher            Contact –</p>	

## Federation of Daubeney, Sebright & Lauriston Schools

	<p>Daubeney &amp; Sebright  <a href="mailto:jshamji@daubeney.hackney.sch.uk">jshamji@daubeney.hackney.sch.uk</a>                      Lauriston  <a href="mailto:lgroom@lauriston.hackney.sch.uk">lgroom@lauriston.hackney.sch.uk</a></p>	
<p><b>Class 3 – What our priorities are and how we are doing</b>                      (Strategies and plans, performance indicators, audits, inspections and reviews) - Current information as a minimum</p> <p>Daubeney</p> <p>Sebright</p> <p>Lauriston</p>	<p>Website</p> <p><a href="https://www.daubeney.hackney.sch.uk/about-us">https://www.daubeney.hackney.sch.uk/about-us</a></p> <p><a href="https://www.sebright.hackney.sch.uk/about-us">https://www.sebright.hackney.sch.uk/about-us</a></p> <p><a href="https://www.lauriston.hackney.sch.uk/about-us">https://www.lauriston.hackney.sch.uk/about-us</a></p>	
<p>School profile (if any)</p> <p>And in all cases:</p> <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 / Education and Training Inspectorate report</li> </ul> <p>- Summary                      - Full report</p> <ul style="list-style-type: none"> <li>• Post-inspection action plan</li> </ul>	<p>Website</p> <p><a href="https://www.daubeney.hackney.sch.uk/about-us">https://www.daubeney.hackney.sch.uk/about-us</a></p> <p><a href="https://www.sebright.hackney.sch.uk/about-us">https://www.sebright.hackney.sch.uk/about-us</a></p> <p><a href="https://www.lauriston.hackney.sch.uk/about-us">https://www.lauriston.hackney.sch.uk/about-us</a></p>	

## Federation of Daubeney, Sebright & Lauriston Schools

Performance management policy and procedures adopted by the governing body.	Hackney Education Website – <a href="https://www.hackneyservicesforschools.co.uk/extranet/performance-training-and-development">https://www.hackneyservicesforschools.co.uk/extranet/performance-training-and-development</a>	
Performance data or a direct link to it Daubeney  Sebright  Lauriston	<a href="https://www.compare-school-performance.service.gov.uk/school/100223/daubeney-primary-school/primary">https://www.compare-school-performance.service.gov.uk/school/100223/daubeney-primary-school/primary</a>  <a href="https://www.sebright.hackney.sch.uk/about-us/school-results">https://www.sebright.hackney.sch.uk/about-us/school-results</a>  <a href="https://www.lauriston.hackney.sch.uk/about-us/performance-and-results">https://www.lauriston.hackney.sch.uk/about-us/performance-and-results</a>	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Written request to Mr Robin Warren – Daubeney School Sebright School or Lauriston School address	
Safeguarding and child protection Policy - Daubeney  Sebright  Lauriston	<a href="https://www.daubeney.hackney.sch.uk/about-us/policies">https://www.daubeney.hackney.sch.uk/about-us/policies</a>  <a href="https://www.sebright.hackney.sch.uk/about-us/policies">https://www.sebright.hackney.sch.uk/about-us/policies</a>  <a href="https://www.lauriston.hackney.sch.uk/about-us/policies">https://www.lauriston.hackney.sch.uk/about-us/policies</a>	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	Written request to Mr Robin Warren – Daubeney School Sebright School or Lauriston School address	

## Federation of Daubeney, Sebright & Lauriston Schools

<p>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).</p>	<p>Email – for the attention of the Chair of Governors to:  <a href="mailto:admin@daubeney.hackney.sch.uk">admin@daubeney.hackney.sch.uk</a></p>	
<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)          Daubeney</p> <p>Sebright</p> <p>Lauriston</p>	<p>Website</p> <p><a href="https://www.daubeney.hackney.sch.uk/about-us/policies">https://www.daubeney.hackney.sch.uk/about-us/policies</a></p> <p><a href="https://www.sebright.hackney.sch.uk/about-us/policies">https://www.sebright.hackney.sch.uk/about-us/policies</a></p> <p><a href="https://www.lauriston.hackney.sch.uk/about-us/policies">https://www.lauriston.hackney.sch.uk/about-us/policies</a></p>	
<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>As per Hackney Education’s retention schedule</p>	
<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>See above</p> <p>Charging policy available on each school website.</p>	



## Federation of Daubeney, Sebright & Lauriston Schools

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>		
<p>Disclosure logs</p>		
<p>Asset register</p>		
<p>Any information the school is currently legally required to hold in publicly available registers</p>		
<p><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)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>		
<p>Out of school clubs</p>		
<p>Services for which the school is entitled to recover a fee, together with those fees</p>		
<p>School publications, leaflets, books and newsletters</p>		

## Federation of Daubeney, Sebright & Lauriston Schools

<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

## Federation of Daubeney, Sebright & Lauriston Schools

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority