



Coten End Primary School

# **Published Guide to Information**

Reviewed: June 2022

Next Review: September 2023

<b>Information to be published</b>	<b>How you can obtain the information</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us; our structures, locations and contacts</p>		
Current information only	Website : <a href="https://www.cotenend.warwickshire.sch.uk/topic/about-us">https://www.cotenend.warwickshire.sch.uk/topic/about-us</a>  Hard copy: available upon request – contact school	Free  5p per page
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website : <a href="https://www.cotenend.warwickshire.sch.uk/contact-details/">https://www.cotenend.warwickshire.sch.uk/contact-details/</a>  Hard copy: available upon request – contact school	Free  5p per page
Head teacher’s contact details	Website : <a href="https://www.cotenend.warwickshire.sch.uk/contact-details/">https://www.cotenend.warwickshire.sch.uk/contact-details/</a>  Hard copy: available upon request – contact school	Free  5p per page
Who’s who in the school/academy	Website : <a href="https://www.cotenend.warwickshire.sch.uk/whos-who/">https://www.cotenend.warwickshire.sch.uk/whos-who/</a>  Hard copy: available upon request – contact school	Free  5p per page
Who’s who on the governing body / board of governors	Website :	Free

and selection criteria for appointment  Governing body's contact details	<a href="https://www.cotenend.warwickshire.sch.uk/governors/">https://www.cotenend.warwickshire.sch.uk/governors/</a>  Hard copy: available upon request – contact school	5p per page
Instrument of Government / Articles of Association	Website : <a href="https://primarysite-prod-sorted.s3.amazonaws.com/coten-end-primary-school/UploadedDocument/8e663fb29c674e3cbf58dc6c19576c8e/instrument-of-governance-dec-2017.pdf">https://primarysite-prod-sorted.s3.amazonaws.com/coten-end-primary-school/UploadedDocument/8e663fb29c674e3cbf58dc6c19576c8e/instrument-of-governance-dec-2017.pdf</a>  Hard copy: available upon request – contact school	Free  5p per page
School/academy prospectus	Website : <a href="https://primarysite-prod-sorted.s3.amazonaws.com/coten-end-primary-school/UploadedDocument/03a8f9c3-65db-4c5f-b8e4-4f5d9b4486de/parent-handbook-autumn-2021.pdf">https://primarysite-prod-sorted.s3.amazonaws.com/coten-end-primary-school/UploadedDocument/03a8f9c3-65db-4c5f-b8e4-4f5d9b4486de/parent-handbook-autumn-2021.pdf</a>  Hard copy: available upon request – contact school	Free  5p per page
School session times and term dates	Website : <a href="https://www.cotenend.warwickshire.sch.uk/useful-documents/">https://www.cotenend.warwickshire.sch.uk/useful-documents/</a>  Hard copy: available upon request – contact school	Free  5p per page

<b>Class 2 – What we spend and how we spend it</b>		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum		
Annual budget and financial statements	Hard copy: available upon request – contact school	5p per page
Capital funding	Hard copy: available upon request – contact school	5p per page
Financial Audits reports	Hard copy: available upon request – contact school	5p per page
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy: available upon request – contact school	5p per page
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy: available upon request – contact school	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available upon request – contact school	5p per page
Governors’ allowances that can be incurred or claimed, and a record of total	Hard copy: available upon request – contact school	5p per page

payments made to individual governors		
Procurement and contracts we have entered into	Hard copy: available upon request – contact school	5p per page
Details of any premiums we receive such as Pupil premium.	Hard copy: available upon request – contact school	5p per page
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum</p>		
Annual Report		
Latest reports from regulators (Ofsted)  - Full report	Website: <a href="https://primarysite-prod.s3.amazonaws.com/uploads/bf4315548e984e2d8329d5553c95a757/886b/OfstedReportDecember2011.pdf">https://primarysite-prod.s3.amazonaws.com/uploads/bf4315548e984e2d8329d5553c95a757/886b/OfstedReportDecember2011.pdf</a>  Hard copy: available upon request – contact school	Free  5p per page
Exam and assessment results	Website: <a href="https://primarysite-prod-sorted.s3.amazonaws.com/coten-end-primary-school/UploadedDocument/cd6cf46ba452459b87ff005928c03c0f/ks2-data-2019.pdf">https://primarysite-prod-sorted.s3.amazonaws.com/coten-end-primary-school/UploadedDocument/cd6cf46ba452459b87ff005928c03c0f/ks2-data-2019.pdf</a>  Hard copy: available upon request – contact school	Free  5p per page
Performance tables	Website: <a href="https://www.compare-school-performance.service.gov.uk/school/130867/coten-">https://www.compare-school-performance.service.gov.uk/school/130867/coten-</a>	Free

	<a href="#">end-primary-school/primary</a>	
	Hard copy: available upon request – contact school	5p per page
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Hard copy: available upon request – contact school	5p per page
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy: available upon request – contact school	5p per page
<p><b>Class 4 – How we make decisions</b></p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>		
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	<p>Website: <a href="https://www.warwickshire.gov.uk/schoollcriteria">https://www.warwickshire.gov.uk/schoollcriteria</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per sheet</p>
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies	Hard copy: available upon request – contact school	5p per sheet

to the information or parts of it.		
<p><b>Class 5 – Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<p>Website:  <a href="https://www.cotenend.warwickshire.sch.uk/policies/">https://www.cotenend.warwickshire.sch.uk/policies/</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per sheet</p>
Safeguarding and child protection, including protecting children’s personal data	<p>Website:  <a href="https://www.cotenend.warwickshire.sch.uk/policies/">https://www.cotenend.warwickshire.sch.uk/policies/</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per sheet</p>
Equality and Diversity	<p>Website:  <a href="https://www.cotenend.warwickshire.sch.uk/policies/">https://www.cotenend.warwickshire.sch.uk/policies/</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per sheet</p>
Policies and procedures relating to recruitment and human resources	<p>Website:  <a href="https://www.cotenend.warwickshire.sch.uk/policies/">https://www.cotenend.warwickshire.sch.uk/policies/</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per sheet</p>
Special educational needs	<p>Website:  <a href="https://www.cotenend.warwickshire.sch.uk/policies/">https://www.cotenend.warwickshire.sch.uk/policies/</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per sheet</p>

Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Hard copy: available upon request – contact school	5p per sheet
Pay Policy	Hard copy: available upon request – contact school	5p per sheet
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	Hard copy: available upon request – contact school	5p per sheet
Charging regimes and policies	Website: <a href="https://www.cotenend.warwickshire.sch.uk/policies/">https://www.cotenend.warwickshire.sch.uk/policies/</a>	Free
	Hard copy: available upon request – contact school	5p per sheet
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>		
Curriculum policies and statutory instruments	Website: <a href="https://www.cotenend.warwickshire.sch.uk/policies/">https://www.cotenend.warwickshire.sch.uk/policies/</a>	Free
	Hard copy: available upon request – contact school	5p per sheet
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy: available upon request – contact school	5p per sheet

Asset register and Information Asset register	Inspection only – contact school	
Any information we are currently legally required to hold in publicly available registers	Inspection only – contact school	
<p><b>Class 7 – The services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>		
Extra-curricular activities	Website : <a href="https://www.cotenend.warwickshire.sch.uk/clubs-1/">https://www.cotenend.warwickshire.sch.uk/clubs-1/</a>	Free
Out of school/academy clubs	Website: <a href="https://www.cotenend.warwickshire.sch.uk/kidz-own/">https://www.cotenend.warwickshire.sch.uk/kidz-own/</a>	Free
Services for which we are entitled to recover a fee, together with those fees	Website: <a href="https://primarysite-produced.s3.amazonaws.com/coten-end-primary-school/UploadedDocument/c0c821caa9ce4b78b5286d289d9538df/charging-2020.pdf">https://primarysite-produced.s3.amazonaws.com/coten-end-primary-school/UploadedDocument/c0c821caa9ce4b78b5286d289d9538df/charging-2020.pdf</a>	Free
Requests for paper copies of information	Hard copy: available upon request – contact school	5p per sheet
Our publications, leaflets, books and newsletters	Website : <a href="https://www.cotenend.warwickshire.sch.uk/topic/letters">https://www.cotenend.warwickshire.sch.uk/topic/letters</a>	Free
	Hard copy: available upon request – contact school	5p per sheet
<b>Additional Information</b>		

Any information that is not itemised in the lists above		
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## 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>	Website	Access to the website is free of charge
	Email and attachments	Free of charge
	Photocopying @ 5p per sheet (black & white)	Actual cost of copying*
	Postal charges (2 <sup>nd</sup> class) at the time will apply.	Actual cost of Royal Mail standard 2nd class*
<b>Statutory Fee</b>	In accordance with the relevant legislation (quote the actual statute)	Not applicable
<b>Other</b>		

\* the actual cost incurred by the school