



Guide to information available from Cotsford Primary School

What we are and what we do

Organisational information, structures, locations and contacts, constitutional and legal governance - **current information only.**

Information published	How the information is available	Cost
<ul style="list-style-type: none"> • The name, address and telephone number of the school, and the type of school • The names of the Headteacher and Chair of the Governing Body • Admission to School & Transfer • Mission Statement & School Aims • Assessment Results • School Organisation • Membership of the Governing Body and the basis of their appointment • Staff names and roles of responsibility • School session times • Attendance information & Holiday Dates • The Curriculum including RE and SRE • Homework • Special Educational Needs and Gifted & Talented Pupils • Pastoral Support • Food Arrangements • Family Engagement • Charging & Remission 	<p>Website</p>	<p>Free</p>



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What we spend and how we spend it - current and previous 2 years		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.		
Pupil Premium Spending	Website	Free
Sports Premium Spending	Website	Free
Annual budget plan and financial statements		
Capital funding		
Details of expenditure over £5000		
Procurement & Contracts		
Financial Audit Report		
Pay Policy		
Staffing, pay and grading structure (bands / salary ranges only)		
What our priorities are and how we are doing - current information		
Strategy and performance information, plans, audits, inspections and reviews.		
Ofsted Report	Website - link	Free
Performance Tables	Website - link	Free
Performance Management Policy		
Child Protection within Safeguarding Policy	Website	Free
How we make decisions.		
Decision making processes, consultations and records of decisions - current and previous 3 years		
Admissions Policy	Website - link	Free
Agendas and minutes of Governing Body meetings (NB this will exclude information that is properly regarded as private to the meetings)		



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Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities - current only		
Accessibility Plan	Website	Free
Adult Acceptable Use Policy		
Anti-bullying Policy	Website	Free
Assessment Policy	Website	Free
Asthma Care Policy	Website	Free
Attendance Policy	Website	Free
Behaviour Support Policy	Website	Free
CCTV Policy	Website	Free
Charging & Remission Policy	Website	Free
Children in Care Policy	Website	Free
Collective Worship Policy	Website	Free
Complaints Policy	Website	Free
Curriculum Subject Policies		
Data Protection / GDPR Policies	Website	Free
Debt & Recovery Policy	Website	Free
Educational Visits Policy	Website	Free
Equality Policy Statement	Website	Free
Equality Information & Objectives	Website	Free
Early Years Foundation Stage Policy	Website	Free
Freedom of Information Policy	Website	Free
Governor Allowance Policy	Website	Free
Governor Conduct Policy		



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Governor Monitoring Policy		
Governor Monitoring Plan		
Governor Training Plan		
Governor Virtual Meeting Policy		
Home Learning Policy	Website	Free
Homework Policy	Website	Free
Intimate Care Policy	Website	Free
Low Level Concerns Policy	Website	Free
Marking & Effective Feedback Policy	Website	Free
Online Safety Policy	Website	Free
Subject Curriculum Policies	Website	Free
SEND Policy	Website	Free
Prevent Policy	Website	Free
Records Management Policy	Website	Free
Restrictive Physical Intervention Policy	Website	Free
Safeguarding Policy	Website	Free
School Specific Health & Safety Policies		
Security Policy	Website	Free
Sex & Relationship Education Policy	Website	Free
Supporting Children with Medical Conditions Policy	Website	Free
Teacher Appraisal Policy		
Teaching & Learning Policy	Website	Free
Threatening, Abusive & Intimidating Behaviour Policy	Website	Free
Tree Management Policy		



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Uniform Policy	Website	Free
Whistle Blowing Policy	Website	Free
Working Alone Policy		
Winter Gritting Policy	Website	Free
Lists and Registers		
<i>Currently maintained lists and registers only (this does not include class, attendance, club or wrap around care registers)</i>		
FOI Log		
Curriculum circulars and statutory instruments		
Asset register		
SEND		
Low Level Concerns		
The Services we offer - Current information		
Extra curricula activities	Website	Free
Leaflets, advice booklets & newsletters	Website	Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per A4 sheet, 10p per A3 sheet (black & white)	Actual cost incurred
	Photocopying/printing @ 10p per A4 sheet, 20p per A3 sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail postage
Statutory Fee		In accordance with the relevant legislation
Other	Staff time which exceeds the limit of £450 (2.5 days of staff time)	Costs of locating, retrieving and extracting information may be recovered.