



Bidford on Avon Church of England Primary School

Published Guide to Information

March 2022

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the school	Website: https://www.bidfordonavon.warwickshire.sch.uk/staff.htm Hard copy: available upon request - contact school	Free 5p per page
Who's who on the governing body and the basis of their appointment	Website https://www.bidfordonavon.warwickshire.sch.uk/governors.htm Hard copy: available upon request - contact school	Free 5p per page
Instrument of Government / Articles of Association	Hard copy: available upon request - contact school	5p per page
Location & contact information including email address	Website: https://www.bidfordonavon.warwickshire.sch.uk/contactus.htm Hard copy: available upon request - contact school	Free 5p per page
School Prospectus	Website: https://www.bidfordonavon.warwickshire.sch.uk/prospectus.htm Hard copy: available upon request - contact school	Free 5p per page
School Curriculum	Website: https://www.bidfordonavon.warwickshire.sch.uk/curriculum.htm Hard copy: available upon request - contact school	Free 5p per page
School session times and term dates	Website: https://www.bidfordonavon.warwickshire.sch.uk/prospectus.htm https://www.bidfordonavon.warwickshire.sch.uk/diary.htm Hard copy: available upon request - contact school	Free 5p per page

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Information	How the information can be obtained	Cost
Class two: what we spend and how we spend it (current and previous 2 financial years)		
Annual budget plan 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 audit reports	Hard copy: available upon request - contact school	5p per page
Procurement & contracts	Hard copy: available upon request - contact school	5p per page
Pay policy	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 (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy: available upon request - contact school	5p per page
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.	Hard copy: available upon request - contact school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request - contact school	5p per page

Information	How the information can be obtained	Cost
Class three: what our priorities are and how we are doing (current information)		
Performance data supplied to the government	Website : https://www.compare-school-performance.service.gov.uk/school/125625/bidford-on-avon-cofe-primary-school/primary Hard copy: available upon request - contact school	Free 5p per page
Latest OFSTED report	Website https://www.bidfordonavon.warwickshire.sch.uk/inspections.htm Hard copy: available upon request - contact school	Free 5p per page
Performance Management	Hard copy: available upon request - contact school	5p per page
The school's future plans e.g. consultation on a change in school status	Hard copy: available upon request - contact school	5p per page
Safeguarding & Child Protection	Website: https://www.bidfordonavon.warwickshire.sch.uk/safeguarding.htm Hard copy: available upon request - contact school	Free 5p per page

Information	How the information can be obtained	Cost
Class four: how we make decisions (current and previous three years)		
Admissions Policy/decisions (not individual admission decisions)	Website: https://www.bidfordonavon.warwickshire.sch.uk/admissions.htm Hard copy: available upon request - contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available upon request - contact school	5p per page

Information	How the information can be obtained	Cost
Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)		
School Policies & Other documents	Website: https://www.bidfordonavon.warwickshire.sch.uk/policies.htm Hard copy: available upon request - contact school	Free 5p per page
Records Management and Personal Data Policies, including: <ul style="list-style-type: none"> • information security policies • records retention, destruction and archive policies • data protection (including information sharing policies) 	Website: https://www.bidfordonavon.warwickshire.sch.uk/policies.htm Hard copy: available upon request - contact school	5p per page
Equality & Diversity, including policies & guidelines relating to equal opportunities	Website: https://www.bidfordonavon.warwickshire.sch.uk/policies.htm Hard copy: available upon request - contact school	5p per page
Policies & procedures for the recruitment of staff	Hard copy: available upon request - contact school	5p per page
Charging regimes & policies	Website: https://www.bidfordonavon.warwickshire.sch.uk/policies.htm Hard copy: available upon request - contact school	5p perpage

Information	How the information can be obtained	Cost
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard copy: available upon request - contact school	5p per page
Disclosure logs	Inspection only – contact school	Free
Asset Register	Inspection only - contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school	Free

Information	How the information can be obtained	Cost
Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters) (current information only)		
Extra curricular activities & out of school clubs	Hard copy: available upon request - contact school	5p per page
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: available upon request - contact school	5p per page
School publications, leaflets and newsletters	Website: https://www.bidfordonavon.warwickshire.sch.uk/policies.htm https://www.bidfordonavon.warwickshire.sch.uk/newsletters.htm Hard copy: available upon request - contact school	5p per page



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Published Guide to Information - Schedule of charges

Type of Charge	Description	Basis of Charge	Charge
Disbursement costs	Photocopying/printing @ pence per sheet (black & white)	Actual cost [^]	5 pence per page
	Postage	Actual cost of Royal Mail standard 2 nd class	Current cost at time of posting

[^]the actual cost incurred by the public authority