

Publication Scheme
January 2025
Bushmead Primary School



This is Bushmead Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we have produced a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information, which is to be published in the future. All information in our publication scheme is available on our website.

Some information, which we hold, may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

At Bushmead Primary School we believe that every child matters. To achieve this we:

- Promote positive partnerships with parents and the community
- Develop confident, independent learners, and successful, healthy and responsible citizens
- Foster trust, support, consideration and respect for all
- Have high expectations, strive for excellence and enable the children to achieve their potential
- Promote equal opportunities for all children to develop skills and achieve success
- Provide a challenging, stimulating, safe and secure environment
- Work together as a team (children, staff, Governors, families and the community)

- Provide enjoyable learning opportunities to promote learning through first-hand experience
- Encourage children to develop their independence and become creative thinkers. This publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into three broad topic areas:

- *Information relating to the Governing Body* – information published in Governing Body documents.
- *Pupils and Curriculum* – information about policies that relate to pupils and the school curriculum.
- *School Policies and other information related to the school* - information about policies that relate to the school in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter. Contact details are set out below or you can visit our website at www.bushmead.cambs.sch.uk

Email: office@bushmead.cambs.sch.uk

Tel: (01480) 375375 option 0

Contact Address: Bushmead Primary School, Bushmead Road, Eaton Socon, St Neots, Cambridgeshire PE19 8BT

To help us process your request quickly, please clearly mark any correspondence

"PUBLICATION SCHEME REQUEST" (in CAPITALS please)

If the information you are looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

Annual Report and other information relating to the Governing Body– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
Governing Body details	The names of the Governors are available on our website and information relating to the basis on which they have been appointed. Governors can be contacted via the Clerk to the governors using email address clerk@bushmead.cambs.sch.uk .
Minutes ¹ of meeting of the Governing Body and its committees	Agreed minutes of meetings of the governing body and its committees <i>[current and last 3 full academic school years]</i>

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Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Pupils and Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
Sex and Relationships Education Policy	Statement of policy with regard to sex and relationship education.
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Policy	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Equality and Diversity Policy	Statement of policy for promoting equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of children at the school, in compliance with any guidance issues by the Secretary of State.
Behaviour Policy and Anti Bullying Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

School Policies and other information related to the school- This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Equality objectives	The school's Equality objectives in compliance with the Equality Act 2010 (Specific Duties) Regulations 2011
Charging and Remissions Policy	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, and educational visits.
Governor Allowances Policy	Statement of the Governing Body's policy regarding allowances and expenses that can be claimed or incurred.
Annual budget plan and financial statements, capital funding, additional funding, procurement and projects	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Schools future plans	Statement of any major proposals for the future of the school.
Recruitment and selection policy	Statement of the school's policy relating to the recruitment and selection of staff.

Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Headteacher or Governing Body relating to the curriculum.
Admissions Policy	Statement of the school's policy on and procedures for admissions, including the right of appeal.
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

Our website is at www.bushmead.cambs.sch.uk

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to:

Mr Steve Down
Headteacher
Bushmead Primary
Bushmead Road
EatonSocon
St. Neots
PE19 8BT

Telephone 01480 375375

Email: office@bushmead.cambs.sch.uk

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or Enquiry/Information Line: 0303 123 1113 Website : www.informationcommissioner.gov.uk

Email: office@bushmead.cambs.sch.uk Website: www.bushmead.cambs.sch.uk

Version:	4	
Written by:	Ann Coffey (LA Template)	Date: 30 th January 2025
Last reviewed by staff:	January 2025	
Last reviewed by governors:	Spring 2 2025	
Next review due by:	Spring 2 2026	