

Bury Church of England School Publication Scheme



Information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Aims and Objectives

The school aims to:

- provide high quality education within a secure and friendly Christian atmosphere
- welcomes and values everyone
- celebrates and worships together
- encourages responsibility and respect
- helps everyone to be their best
- develops the whole person
- enjoys working within the community
- enthusiastic about learning

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'. The classes of information that we undertake to make available are:

Classes of information

1. Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

2. What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3. What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

4. How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5. Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

6. Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

7. The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

To request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email : office@bury.cambs.sch.uk

Tel: **01487 813784**

Fax: **01487 710194**

Contact Address: **Bury C of E Primary School,
Owls End,
Bury,
Huntingdon,
Cambs.
PE26 2NJ**

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

“PUBLICATION SCHEME REQUEST” (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme you can still contact the school to ask if we have it.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

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.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

This publication scheme was reviewed and approved : 28-09-2016

ANNEX 1

Class	Information available	Source	Cost per document if applicable
Who we are and what we do	School prospectus	Website School	
What we spend and how we spend it	Governors' Documents	School	
What our priorities are and how we are doing	School Prospectus OfSTED report Sias Inspection Report Pupil Premium Statement Sport premium Statement	Website	
How we make decisions	Governors' Documents	School	
Our policies / procedures / documents	<ul style="list-style-type: none"> • Accessibility Plan • Assessment Policy • Charging and Remission Policy • Child Protection Policy • Collective Worship Policy • Complaints Policy • Curriculum subject policies • Equity Policy • Health & Safety Policy • Inclusion Policy • Lettings Policy • Pay Policy • Paying allowances to Governors • Performance Management Policy • Positive Behaviour • Pupil Premium • Race Equality Policy • Register of Interests • Sex Education Policy • Sport Premium 	<ul style="list-style-type: none"> • School • School • Website • School • School • Website • School • Website • School • School • Website • Website 	
The services we offer	School prospectus	Website	