



## THE BELLBIRD 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 must produce 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 in paper form.

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**

The following specifies the aims of education in our School. It states our philosophy for the education of children in the primary phase of schooling and refers to all aspects of life in School; the children, their parents, the staff of the School, the Governing Body and the wider community. Many of the statements made are inter-related and overlapping. The following statements must also be seen in the context of Religious Education, the National Curriculum which defines the core and foundation subjects to be made available to all children from 5 – 16, and the Foundation Curriculum (Reception children).

## **A Statement of Our Aims**

Our motto is: "Soaring to Success"

Our aims are:

- Be yourself
- Express yourself
- Enjoy yourself
- Challenge yourself
- Work for each other
- Look after yourself
- Learn for life

and 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 broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum, performance data, Ofsted reports.
- *School Policies and other information related to the school* - information about policies that relate to the school in general, Instrument of Government, Governing Body decisions..
- *School Financial information* – including charging and remissions policy

### **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.

Email: [office@thebellbird.cambs.sch.uk](mailto:office@thebellbird.cambs.sch.uk)

Tel: 01223 833216

Contact Address: Link Road Sawston Cambs, CB22 3GB

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**

If the information you are looking for is not available via the Scheme and is not 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 do not have Internet access, you can access our website using a local library, an Internet café or arrange a time to come into school to access a computer.

Single copies of information covered by this publication are provided free unless stated otherwise in the schedule. 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

See attached Guidance on Information available from The Bellbird Primary School under the model publication scheme.

**Our website is at [www.thebellbird.cambs.sch.uk](http://www.thebellbird.cambs.sch.uk)**

The information, which is available, will need to be viewed in the School Office during normal School hours. You will be asked to sign for having seen the information.

## 7. Registration

The Bellbird Primary School is registered with the Information Commissions Office (ico): Registration No. Z1958746 and can be accessed from their website: [www.ico.org.uk](http://www.ico.org.uk)

## 8. 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 The Headteacher, The Bellbird Primary School.

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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**  
or

**Enquiry/Information Line: 01625 545 700**

**Website : [www.ico.org.uk](http://www.ico.org.uk)**

# THE BELLBIRD PRIMARY SCHOOL

## FREEDOM OF INFORMATION PUBLICATION SCHEME

Further documents held by the School. This is the current list of Policies held at the School

### THE BELLBIRD PRIMARY SCHOOL POLICIES

Aims of school (Motto)  
Acceptable Use of ICT & Mobile Phones Policy  
Accessibility Plan  
Admissions  
Allegations of Abuse  
Anti-Bullying  
Appraising Performance & Dealing with Capability Issues  
Assessment Recording and Reporting  
Attendance Policy  
Bullying and Harassment  
Charges and Remissions  
Closed Circuit (CCTV) Policy  
Code of Conduct (Safer)  
Collective Worship  
Community Cohesion  
Complaints Procedure  
Computing Policy  
Continuing Professional Development  
Critical Incident Policy  
Curriculum Policy  
Cycle Policy  
Data Protection incl. Children Personal Inform  
Dealing with Violent or Aggressive Behaviour  
Disciplinary Procedures relating to misconduct for all employees in the  
Leadership Team  
Disciplinary Procedures relating to misconduct for all employees other than  
the Senior Leadership Team  
Disciplinary procedures relating to misconduct for the Headteacher  
Disciplinary Rules for Employees  
Display Policy  
Early Years Policy (2016) to be reviewed within new curriculum  
EAL Policy  
English Policy (handwriting, reading and spelling)  
Equality Policy  
Equality Policy Statement  
Exclusions from School - statement  
Fire Policy  
Flexible Working Policy  
Freedom of Information Act  
Governor Expenses Policy  
Governor Induction Policy  
Governor Visits - Code of Conduct  
Grievance  
Guidance for Sporting Fixtures played away from School  
Guidelines for Administration Staff  
Guidelines for Lunchtime Supervisors  
Health Safety and Wellbeing at work  
Home / School Agreement  
Homework Policy  
Initial Teacher Training (policy for )  
Internet Safety Policy  
Intimate Care  
Lettings Policy  
Lone Working Procedures  
Management of Diabetes  
Management of Sickness Absence  
Management of Serial & Unreasonable Complaints  
Maths including calculation  
Medicines in School Policy /Diabetes/Asthma  
NQT Policy  
Off-site educational visits  
Pay -Policy  
PE - now within curriculum  
Persistent Complaints and Harassment  
Personal Information (Policy on )  
Personal, Social, Health & Education policy  
Physical Intervention with Pupils (new Camb. Policy)  
Planning, Preparation and Assessment time  
Positive Behaviour  
Pupils Use of Mobile Phone  
Racist Incident  
Recruitment & Selection  
Recruitment of Ex-offenders (DBS)  
Redundancy  
Responsive Feedback  
Safeguarding and Child Protection  
Safer Employment Policy  
Safer Working Practices - Guidance  
Sawston Community drug Policy  
School Photograph Policy  
Science  
Security Policy  
SEND - Special Educational Needs and Disability Policy

Sex and Relationships  
Shared Parental Leave (birth)  
Special/discretionary Leave of Absence  
Spiritual , Moral, Social and Cultural Policy  
Staff Code of Conduct (Handbook)  
Staff Induction  
Stress Management  
Support and Supervision Policy for Designated Personnel  
Swimming Policy  
Tapestry  
Teaching Sex & Relationships Education (RSE)  
Time off for Training and Study  
Transition & Liaison Policy  
Uniform Policy  
Value for Money Statement  
Whistle blowing

