



## **Fulbourn Primary School 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 school aims to:

- To provide education for life through excellent teaching of a broad and creative curriculum;
- To create a stimulating environment in which children feel safe, secure and happy to learn;
- To have high expectations, challenging every child to achieve their potential;
- To develop self-esteem and respect for the needs of others, encouraging honesty and pride in achievement;
- To build partnerships with families and the community, involving them in the education of our children.

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 four broad topic areas:

- **School Prospectus** – information published in the school prospectus (published annually).

- **Other information relating to the governing body** – information published in the School Profile and in other governing body documents.
- **Pupils & 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, fax or letter. Contact details are set out below.

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

Telephone 01223 712525

Contact Address Fulbourn Primary School  
School Lane  
Fulbourn  
Cambridge  
CB21 5BH

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 [**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.

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

**School Prospectus** – this section sets out information published in the school prospectus.

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• the school's name, address and telephone number;</li> <li>• the name of the Headteacher and Chair of the Governing Body;</li> <li>• the school's ethos and values;</li> <li>• information about the admissions policy (including a description of the arrangements for the admission of pupils with disabilities) and arrangements for prospective parents to visit the school;</li> <li>• information about the implementation of the governing body's policy on pupils with special educational needs (SEN);</li> <li>• charging and Remissions Policies (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, trips)</li> <li>• school session times and term dates.</li> <li>• a summary of the Governing Body's policy for pupils with special educational needs and any changes to the policy during the last year;</li> <li>• details of the religious education provided and a reminder that parents can withdraw their children from all or part of religious education and collective worship and alternative provision for those pupils;</li> <li>• rates of authorised and unauthorised pupil absence;</li> <li>• information about the school's National Curriculum assessment results at KS1 and 2.</li> </ul>

### Governing body information

Class	Description
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes of meeting of the governing body and its committees</b>	<p>Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i></p> <p><i>1. Some information may be confidential or otherwise exempt from publication by law.</i></p>

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

<b>Class</b>	<b>Description</b>
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Learning & Curriculum Policy	Statement on following the policy for the all curriculum subjects and religious education, the approaches to learning in our school and including information about the school's policy on providing for pupils with special educational needs
Sex and Relationships Education Policy	Statement of policy with regard to sex and relationship education
Equality statement	Policy relating to the Equality Act 2010, regarding the <b>general</b> duties of the school to eliminate discrimination, advance equality of opportunity and foster good relations.
Pupil Achievement School Development Plan	Document relating to the <b>specific</b> duties of the school to publish information regarding to the three aims of the general duties and to prepare and publish specific and measurable objectives to achieve these aims.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Guide	Statement of general principles on behaviour, including system of sanctions and rewards.
Anti-bullying Guide	Statement of policy for defining bullying, measures for reducing incidents of bullying and procedures for dealing with bullying when it occurs.

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

<b>Class</b>	<b>Description</b>
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
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 head teacher 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.
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 of Education and Skills to the head teacher or governing body relating to the curriculum
Admissions Policy	Statement of the school's policy on admissions

## 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 The Headteacher, Fulbourn Primary School, Fulbourn, Cambridge, CB21 5BH.

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**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

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