Freedom of Information Publication Scheme

Bushfield Road Infant School

Approved by: Governing Body
Date approved: November 2026
Review date: November 2028

Our commitment

Bushfield Road Infant School adopts the Information Commissioner's Office (ICO) Model Publication Scheme. We will routinely make available information we hold that falls within the classes below, subject to any legal exemptions.

This scheme covers information held by the school. It does not mean we will publish personal, confidential or otherwise exempt information. People may still make a request for information that is not already published.

Classes of information

Class	Information we make available	How to access it
1. Who we are and what we do	Information about the school's organisation, governing body, staff roles, location, contact details, ethos and values.	School website; or request a copy from the school office.
2. What we spend and how we spend it	Information about budgets, funding, financial reports, procurement and expenditure that the school is required or chooses to publish.	School website; or request a copy from the school office.
3. What our priorities are	School improvement priorities, plans, performance information, inspection reports, and relevant reports about the school's work.	School website; or request a

and how we are doing		copy from the school office.
4. How we make decisions	Information about decision-making arrangements, governing body meeting dates, agendas and minutes, where these can be disclosed.	School website; or request a copy from the school office.
5. Our policies and procedures	Current policies and procedures, including those relating to areas such as admissions, behaviour, complaints, safeguarding, special educational needs and data protection.	School website; or request a copy from the school office.
6. Lists and registers	Publicly available registers and lists held by the school, where disclosure is appropriate and lawful.	Request information from the school office.
7. The services we offer	Information about the school's educational provision and services for pupils, families and the wider community.	School website; or request a copy from the school office.

The information listed above is published where it is held and where it is appropriate to disclose. Some material may be withheld under the Freedom of Information Act 2000 or other relevant legislation—for example, where it contains personal or confidential information.

How to access information

Information available online can be accessed through the school website. If you need information in another format, or cannot find the information you are looking for, contact:

Freedom of Information requests
Bushfield Road Infant School
Please contact the school office and request to speak to a member of SLT.

We will respond to requests in line with the applicable legal requirements. For a maintained school in England, the normal deadline is 20 working days, excluding school holidays. (gov.uk)

Charges

Information available on the school website is free to access. We will not charge for providing information unless a charge is permitted by law. Any charge will be explained before the information is provided.

Reviewing this scheme

The school will review this scheme periodically and update it when necessary. The school will make the scheme available on its website and on request.

Sources

- Information Commissioner's Office, *Publication schemes: a guide*.
- Department for Education, *Maintained schools: governance guide*.
- Information Commissioner's Office, *How to complete the guide to information for schools*.