



ICO Model Publication Scheme – John Bunyan Primary School & Nursery

Introduction

John Bunyan Primary School & Nursery is committed to transparency and openness. This Publication Scheme sets out the information we publish to comply with the **Freedom of Information Act 2000** and the guidance of the **Information Commissioner's Office (ICO)**. It enables parents, pupils, staff, and the public to access key school information easily.

How to Request Information

If the information you need is not published, you can contact:

Email: admin@johnbunyan.co.uk

Address: Lancaster Way, Braintree, CM7 5UL

We will respond to requests **within 20 school days**, in line with the FOIA.

Categories of Information

Category	Examples of Information
School Prospectus / Guide	School ethos, curriculum overview, term dates, admission arrangements
Governors' Documents	Governing body structure, meeting agendas & minutes, governance policies
Policies and Procedures	Behaviour, safeguarding, complaints, equality, health & safety policies
Financial Information	Budget reports, funding allocations, annual accounts, value for money statements
Curriculum & Learning	Curriculum plans, exam results, performance data, OFSTED reports
Pupil & Staff Information	SEN policy, staff structure, staff pay scales (publicly available), staff lists
Publications & Reports	School self-evaluation, inspection reports, newsletters, other official publications
Decision Making & Accountability	Governing body decisions, statutory reports, strategic plans

Accessing Information

- Most information is **available on our website**.
- Some information may be **redacted** to protect personal data, as required by the **Data Protection Act 2018**.
- Information not published can be requested through the contact details above.

Review and Updates

This Publication Scheme is **reviewed annually** to ensure all information remains current and accurate.