



BRIDGE & PATRICKBOURNE C of E PRIMARY SCHOOL

Freedom of Information Publication Scheme

Our school vision is based upon Jesus' words: *"I am the vine, you are the branches. If you abide in me and I in you, you will bear much fruit."* (John 15:5) which speaks of how we live and grow together as a Christian community.

We provide opportunities for everyone to flourish and grow within the love of God. Guided by the teachings of Jesus, we cultivate creativity, excellence, and resilience, inspiring pupils and staff to develop their unique gifts and become the best versions of themselves. We aim to equip our diverse community to make a positive difference in the world.

Our core values of Service, Forgiveness, Trust, Generosity and Compassion were chosen to underpin this vision for our school.

Key Personnel

Headteacher: James Tibbles

Chair of Governors : Peter Hellman

Key Dates

Reviewed: October 2024

Next Review Date: October 2027

We want to ensure your needs are met. If you would like this document in any other format, please contact us: office@bridge.kent.sch.uk

Introduction

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.

There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).

Schools must adopt the ICO's model scheme and make it publicly available.

Link to Model Scheme: [model-publication-scheme.pdf \(ico.org.uk\)](https://ico.org.uk/for-organisations/data-protection/data-protection-articles/model-publication-scheme.pdf)

Published Guide to Information

Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)	
Who's who in the school	Website: Who's Who Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)
Who's who on the governing body and the basis of their appointment	Website: Governance Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)
Instrument of Governance	Website: Governance Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)
Contact details for the headteacher and for the governing body	Website: Contact Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)
Staffing Structure	Website: Who's Who Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)
School term dates	Website: Term Dates Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)

Address of school and contact details	Website: Contact Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)
Class two: what we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous financial year, as a minimum)	
Annual Budget Plan and Financial Statements	Hard copy: available on request (5p per page)
Capital Funding	Hard copy: available on request (5p per page)
Financial Audit Reports	Hard copy: available on request (5p per page)
Details of expenditure items over £2000	Hard copy: available on request (5p per page)
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)	Hard copy: available on request (5p per page)
Pay Policy	Hard copy: available on request (5p per page)
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard copy: available on request (5p per page)
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy: available on request (5p per page)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available on request (5p per page)

Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)

<p>School profile (if any)</p> <ul style="list-style-type: none"> • performance data supplied to the English Government or a direct link to • the data • the latest Ofsted report • post-inspection action plan 	<p>Website: Performance Data Bridge & Patrixbourne CEP School</p> <p>Website: Ofsted & SIAMS Bridge & Patrixbourne CEP School</p> <p>Hard copy: available on request (5p per page)</p>
Performance management policy and procedures adopted by the governing body	Hard copy: available on request (5p per page)
Performance data or a direct link to it	<p>Website: Performance Data Bridge & Patrixbourne CEP School</p> <p>Hard copy: available on request (5p per page)</p>
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available on request (5p per page)
Safeguarding & Child Protection	<p>Website: The Safeguarding & Welfare Team Bridge & Patrixbourne CEP School</p> <p>Hard copy: available on request</p>
<p>Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)</p>	
Admissions policy/decisions (not individual admission decisions)	<p>Website: Policies Bridge & Patrixbourne CEP School</p> <p>Hard copy: available on request (5p per page)</p>
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available on request (5p per page)

Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)

Records management and personal data policies, including: <ul style="list-style-type: none"> • information security policies • records retention, destruction and archive policies • data protection (including information sharing policies) 	Website: Policies Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)
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Charging regimes and policies	Website: Policies Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)
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Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)

Curriculum circulars and statutory instruments	Website: Curriculum Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)
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Disclosure logs	Inspection only – contact school
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Asset register	Inspection only – contact school
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Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school
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Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)

Extra-curricular activities	Website: Clubs Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)
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Out of school clubs	Website: Clubs Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)
Services for which the school is entitled to recover a fee, together with those fees	Website: Bridge Bees (After-School Club) Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)
School publications, leaflets, books and newsletters	Website: School Life Bridge & Patrixbourne CEP School Hard copy: available on request (5p per page)