



BRIDGE & PATRIBOURNE CEP SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

Key Personnel

Headteacher: James Tibbles

School Business Manager: Jessica Haigh

Key Dates

Ratified by FGB: October 2021

Date of next review: October 2024

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://www.ico.org.uk/for-organisations/guide-to-the-free-information-act/2019-model-publication-scheme)

Published Guide to Information

| Class one: Who we are and what we do (organisational information, structures and contacts) (current information only) | | |
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| Who's who in the school | Website: Who's Who Bridge & Patrixbourne CEP School Hard copy: available on request | Hard copy: 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 | Hard copy: 5p per page |
| Instrument of Governance | Website: Governance Bridge & Patrixbourne CEP School Hard copy: available on request | Hard copy: 5p per page |
| Contact details for the headteacher and for the governing body | Website: Contact Bridge & Patrixbourne CEP School Hard copy: available on request | Hard copy: 5p per page |
| Staffing Structure | Website: Who's Who Bridge & Patrixbourne CEP School Hard copy: available on request | Hard copy: 5p per page |
| School term dates | Website: Term Dates Bridge & Patrixbourne CEP School Hard copy: available on request | Hard copy: 5p per page |
| Address of school and contact details | Website: Contact Bridge & Patrixbourne CEP School Hard copy: available on request | Hard copy: 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 | Hard copy: 5p per page |
| Capital Funding | Hard copy: available on request | Hard copy: 5p per page |
| Financial Audit Reports | Hard copy: available on request | Hard copy: 5p per page |
| Details of expenditure items over £2000 | Hard copy: available on request | Hard copy: 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 | Hard copy: 5p per page |
| Pay Policy | Hard copy: available on request | Hard copy: 5p per page |

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| 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 | Hard copy: 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 | Hard copy: 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 | Hard copy: 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) | | |
| School profile (if any) <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 | Website: Performance Data Bridge & Patrixbourne CEP School Website: Ofsted & SIAMS Bridge & Patrixbourne CEP School | Hard copy: 5p per page |
| Performance management policy and procedures adopted by the governing body | Hard copy: available on request | Hard copy: 5p per page |
| Performance data or a direct link to it | Website: Performance Data Bridge & Patrixbourne CEP School | Hard copy: 5p per page |
| 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 | Hard copy: 5p per page |
| Safeguarding & Child Protection | Website: The Safeguarding & Welfare Team Bridge & Patrixbourne CEP School Hard copy: available on request | Hard copy: 5p per page |
| Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum) | | |
| Admissions policy/decisions (not individual admission decisions) | Website: Policies Bridge & Patrixbourne CEP School Hard copy: available on request | Hard copy: 5p per page |
| 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 | Hard copy: 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: 5p per page |

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| | Hard copy: available on request | |
| Charging regimes and policies | Website: Policies Bridge & Patrixbourne CEP School Hard copy: available on request | Hard copy: 5p per page |
| 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 | |
| Disclosure logs | Inspection only – contact school | |
| Asset register | Inspection only – contact school | |
| Any information the school is currently legally required to hold in publicly available registers | Inspection only – contact school | |
| 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 | Hard copy: 5p per page |
| Out of school clubs | Website: Clubs Bridge & Patrixbourne CEP School Hard copy: available on request | Hard copy: 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 | Hard copy: 5p per page |
| School publications, leaflets, books and newsletters | Website: School Life Bridge & Patrixbourne CEP School Hard copy: available on request | Hard copy: 5p per page |