



BRIDGE & PATRIBOURNE CEP SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

KEY PERSONNEL

Headteacher: James Tibbles

School Business Manager: Jess Haigh

KEY DATES

Ratified by FGB: December 2018

Date of next review: December 2021

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 either available for you on our website to download and print off or 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.

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/Website – information published in the school prospectus and on the website.

Governors' Documents – information published in the 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.

CLASSES OF INFORMATION CURRENTLY PUBLISHED

SCHOOL WEBSITE

This section sets out information published in the School Website

School Prospectus/ website	<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">• the name, address and telephone number of the school, and the type of school• the names of the head teacher and governors• information on the school policy on admissions• a statement of the school's ethos and values• information about the school's policy on providing for pupils with special educational needs• number of pupils on roll• National Curriculum assessment results for appropriate Key Stages, with national summary figures• the arrangements for visits to the school by prospective parents
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INFORMATION RELATING TO THE GOVERNING BODY

This section sets out information published in the Governors' Annual Report and in other governing body documents.

Instrument of Government	<p>The name of the school. The category of the school. The name of the governing body. The manner in which the governing body is constituted. The term of office of each category of governor if less than 4 years. The name of anybody entitled to appoint any category of governor. Details of any trust</p> <p>If the school has a religious character, a description of the ethos</p> <p>The date the instrument takes effect</p>
Minutes of meeting of the governing body and its committees	Agreed minutes 1 of meetings of the governing body and its committees

(1) Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

PUPILS & CURRICULUM POLICIES

This section gives access to information about policies that relate to pupils and the school curriculum.

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
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plan	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality

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.
Whole School Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

SCHOOL POLICIES AND OTHER INFORMATION RELATED TO THE SCHOOL

This section gives access to information about policies that relate to the school in general.

Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
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
School session times and term dates	Details of school session and dates of school terms and holidays
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
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
Curriculum circulars and	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

statutory instruments	curriculum
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are available on request

REQUESTING INFORMATION

Anyone has a right to request information from a public authority. The school has two separate duties when responding to these requests:

- to tell the applicant whether you hold any information falling within the scope of their request; and
- to provide that information

The school has 20 working days (from date of receipt) to respond to a request.

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: jacqui.hurley@bridge.kent.sch.uk

Tel: 01227 830276

Contact Address: Conyngham Lane, Bridge. Canterbury. Kent. CT4 5JX

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

For a request to be valid under the Freedom of Information Act it must be in writing, but requesters do not have to mention the Act or direct their request to a designated member of staff. Any letter or email to a public authority asking for information is a request for recorded information under the Act. All requests for information must be reported to the Headteacher.

This does not mean you have to treat every enquiry formally as a request under the Act. It will often be most sensible and provide better customer service to deal with it as a normal customer enquiry under your usual customer service procedures, for example, if a member of the public wants to know whether a school has a space for their child.

The provisions of the Act need to come into force only if:

- the school cannot provide the requested information straight away; or
- the requester makes it clear they expect a response under the Act.

When we receive a request, read it carefully to make sure we know what is being asked for. The school must not simply give the requestor information it thinks may be helpful; we must consider all the information that falls within the scope of the request, so identify this first. We must always consider contacting the applicant to check that you have understood their request correctly.

The request should be read objectively. If the request cannot be answered because we are not sure what is being requested, we must contact the requester as soon as possible for clarification.

The school does not have to deal with the request until it has received whatever clarification you reasonably need. However, the school is required to consider whether it can give the requester advice and assistance to enable them to clarify or rephrase their request.

The time for compliance will not begin until we have received the necessary clarification to allow us to answer the request.

The Act only covers recorded information we hold. When compiling a response to a request for information, we may have to draw from multiple sources of information we hold.

If the school does not have the information the requester has asked for, we can comply with the request by telling them this, in writing. If we know that the information is held by another public authority, we can transfer the request to them or advise the requester to redirect their request.

TIMESCALES FOR RESPONDING

The school's obligation under the Act is to respond to requests promptly, with a time limit acting as the longest time you can take. Under the Act, the school may take up to 20 school days to respond, counting the first working day after the request is received as the first day.

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 or Chair of Governors.

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 5A or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk*protected email*

Website : www.informationcommissioner.gov.uk

Freedom of Information Publication Scheme