



Freedom of Information Act Policy

Ratifying Committee	Finance, Personnel, Premises & General Purpose Committee
Date	Feb 2026
Review	Annually



Policy Owner	The Headteacher
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Approving Authority	Finance and General Purpose Committee
Location of Policy	www.thebridgeschool.taw.org.uk
Applicability	All requests for information not covered by other legislation
References	Freedom of Information Act 2000 HCC Guidance – SC004273 dated 5.1.2009 DfE website

1. Introduction

- 1.1 The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools to be clear and proactive about the information they will make public.
- 1.2 As a result, The Bridge School has produced 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.
- 1.3 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form, and most is available on our website for you to download and print. Some information which we hold may not be made public, for example personal information.
- 1.4 This publication scheme conforms to the model scheme for schools, approved by the information Commissioner.

2. The Aim of the Policy

The school aims to:

Be a place where everyone is treated with dignity, with respect and is of equal worth.

Realise a vision to develop a highly effective learning community.

Develop our key purpose in the construction delivery and constant improvement of quality learning experiences, appropriate to the needs of all our pupils.

3. Procedure

3.1 The publication scheme states the 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:

3.2 Organisational information

3.3 Governors’ Documents – information published in the minutes of Governors meetings and in other governing body documents.

3.4 Students & Curriculum – information about policies that relate to students and the school curriculum.

3.5 School Policies and other information related to the school – information about policies that relate to the school in general.

4. How to request information

4.1 If you require a paper version of any of the documents within the scheme, the request must be made in writing or by email, fax or letter giving clear details of the information requested. Contact details are set out below or you can visit our website at www.thebridgeschool.co.uk.

Email: a7017@taw.org.uk

Tel: **01952 387108**

Fax: **01952 388504**

Contact Address: **The Bridge School, Hadley Learning Community, Waterloo Road, Hadley, Telford, Shropshire, TF1 5NQ**

4.2 To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**.

4.3 If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

5. Paying for information

5.1 Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have internet access, you can access our website using a local library or an internet café.

5.2 Single copies of information covered by the publication are provided free. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

Freedom of Information

Guide to information available from The Bridge School.

6. Classes of Information currently published

Information to be published	How the information can be obtained
6.1 – Who we are and what we do This will be current information only	
Leadership in the school	Website and hard copy
Who's who on the governing body and the basis of their appointment	Website and hard copy
Instrument of Government	Hard copy
Staffing structure	Website and hard copy
School session times and term dates	Parent handbook, Website and hard copy

6.2 – 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	Hard copy Hard copy
Annual budget plan and financial statements	Hard copy
Capitalised funding	Hard copy
Additional funding	Hard copy

Procurement and projects	Hard copy
Pay policy	Hard copy
Staffing and grading structure	Hard copy

<p>6.3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	
<p>Government supplied performance data The latest Ofsted report</p>	Hard copy and website
<p>Performance management policy and procedures adopted by governing body</p>	Hard copy
<p>Schools' future plans</p>	Hard copy and website

<p>6.4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	
<p>Admissions policy</p>	<p>Parent Handbook</p> <p>Hard copy and website</p>
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	Hard copy
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings</p>	Hard copy

<p>6.5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	
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<p>School policies including: Charging and remissions policy Health and Safety Complaints procedure Staff conduct policy Discipline and grievance policies Staffing structure implementation plan Freedom of Information Policy Staff recruitment policies Data Protection</p>	<p>Hard copy</p>
<p>Pupil and curriculum policies, including: Home-school agreement Curriculum Relationship and Sex Education Special education needs Equalities Policy Behaviour Support Policy</p>	<p>Hard copy and website</p>

<p>6.6 – Lists and Registers Currently maintained lists and registers only</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy</p>

<p>6.7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	
<p>Extra-curricular activities</p>	<p>Hard copy</p>

Out of school clubs	Hard copy
School publications	Hard copy
Leaflets books and newsletters	Hard copy

7.0 Making a request under FOI Act

7.1 Please submit a written request to the Business Manager at The Bridge School.

7.2 The request will be responded to within 20 working days (subject to exemptions).

8. Right of Appeal

8.1 If you are not satisfied with the information, you have the right of appeal by writing to the Chair of Governors (c/o The Bridge School). The appeal will be responded to within 40 working days.

8.2 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.

9. Feedback

9.1 We welcome any comments or suggestions you may have about the scheme.

ICO can be contacted at:

The Case Reception Unit, Customer Service Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

or

Enquiry/Information Line: 01625 545 700

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

Website: www.informationcommissioner.gov.uk