

# Freedom of Information

## Guide to information available from Bridgewater School under the model publication scheme



### Introduction

At Bridgewater our policies are regularly reviewed. This reflects current practice within school and all related government guidance and statutory requirements.

Information to be published	How the information can be obtained
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy (HC) and/or website)</p>

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Who's who in the school	HC/website
Who's who on the governing body and the basis of their appointment	HC/website
Instrument of Governance	HC
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	HC/partly website
School prospectus	HC/website
Annual Report (School profile)	HC/website
Staffing structure	HC
School session times and term dates	HC/website
<b>Class 2 – What we spend and how we spend it</b> (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 and/or website)
Annual budget plan and financial statements	HC
Capitalised funding	HC
Additional funding	HC
Procurement and projects	HC
Pay policy	HC
Staffing and grading structure	HC
Governors' allowances	HC

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	(hard copy or website)
School profile <ul style="list-style-type: none"><li>• Government supplied performance data</li><li>• The latest Ofsted report<ul style="list-style-type: none"><li>- Summary</li><li>- Full report</li></ul></li></ul>	HC/website
Performance management policy and procedures adopted by the governing body.	HC
Schools future plans	HC
Every Child Matters – policies and procedures	HC

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)
Admissions policy/decisions (not individual admission decisions)	HC/website
Agendas of meetings of the governing body and (if held) its sub-committees	HC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	HC

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<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)
School policies including: <ul style="list-style-type: none"><li>• Charging and remissions policy</li><li>• Health and Safety</li><li>• Complaints procedure</li><li>• Staff conduct policy</li><li>• Discipline and grievance policies</li><li>• Staffing structure implementation plan</li><li>• Information request handling policy</li><li>• Equality and diversity (including equal opportunities) policies</li><li>• Staff recruitment policies</li></ul>	HC
Pupil and curriculum policies, including: <ul style="list-style-type: none"><li>• Home-school agreement</li><li>• Curriculum</li><li>• Sex education</li><li>• Special educational needs</li><li>• Accessibility</li><li>• Race equality</li></ul>	HC/website

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<ul style="list-style-type: none"><li>• Collective worship</li><li>• Careers education</li><li>• Pupil discipline</li></ul>	
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Information security policies</li><li>• Records retention destruction and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>	HC/website
Charging regimes and policies.  This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	HC

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	HC
Disclosure logs	HC
Asset register	HC
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	HC

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<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	HC/website
Out of school clubs	HC/website
School publications	HC/website
Services for which the school is entitled to recover a fee, together with those fees	HC/website
Leaflets books and newsletters	HC/website
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	

**Contact details: Bridgewater, Delaval Road, Newcastle NE15 6NL**  
Tel. 0191 2745290      Email: [admin@bridgewater.newcastle.sch.uk](mailto:admin@bridgewater.newcastle.sch.uk)



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Where information is already in the public domain we would not usually provide that information under FOI Act.

Where we provide information under FOI Act the following charges may apply

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 3p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 12p per sheet (colour)	Actual cost
	Postage - Royal Mail delivery cost depending on size and weight of item.	
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

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\* the actual cost incurred by the public authority

Reviewed: 2021

Next Review: 2023