



Bracebridge Infant and Nursery School

Policy	Freedom of Information Policy
Date originally adopted	September 2018
Revision number	2
Date reviewed	May 2023
Date of next review	May 2026

This is Bracebridge Infant and Nursery School Publication Scheme of information available under the Freedom of Information Act 2000. The Board of Trustees are responsible for maintenance of this scheme

1. 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.

2. Aims and Objectives

The academy aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child;
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how we are pursuing these aims.

3. 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'. The classes of information that we undertake to make available are organised into seven broad topic areas:

- Who we are and what we do;
- What we spend and how we spend it;
- What our priorities are and how we are doing;
- How we make decisions;
- Policies and procedures;

- Lists and registers;
- Services we offer.

4. How to request information

All requests for information must be received in writing (by letter or email) to ensure that we have a clear statement of what is required. Requests should state the enquirers name and correspondence address. Once a request has been received in writing you will have a statutory right to receive the information within twenty working days. Working days refer to term time only as contained in Statutory Instrument 3364.

Contact details are set out below or you can visit our website at www.bracebridge.lincs.sch.uk

Email: enquiries@braceridge.lincs.sch.uk

Tel: (01522) 520591

Contact Address:

The Administrator

Bracebridge Infant and Nursery School, Francis Street, Lincoln, LN5 8QG

To help us process your request quickly, please clearly mark any correspondence "FREEDOM OF INFORMATION REQUEST" (in CAPITALS please).

If the information you are looking for isn't available via the scheme and isn't on our website, you can contact the school to ask if we have it. If the information requested is already held by another body, we are within our rights to refuse the request, but will direct the enquirer to the appropriate source. In some instances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

5. Paying for information

Most information covered by this publication is provided free of charge via our website unless stated otherwise in Section 6. If you don't have internet access you can access our website using a local library or an internet café. We may charge a fee for photocopying / printing / postage of longer documents where the information is not listed in our publication scheme as being available either free of charge or at a standard charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Equality Act. If we intend to charge we will let you know in advance what the charge will be (through a fees notice) and will provide the information when we receive payment. The time allowed for us to provide the information does not include the period between issuing the fees notice and the receipt of the payment.

6. Guide to information available from Bracebridge Nursery and Infant School under the ICO model publication scheme

The school website is www.bracebridge.lincs.sch.uk

Information to be published	How the information can be obtained	Cost
Class 1- Who we are and what we do (Organisational information, structures, locations and contacts) This will be the current information on		
Who's who in the school	Website – About us- Meet the Team	Free
Who's who on the board of Trustees	Website- Community-Meet the Trustees	Free
Cycle of Governance	Website- Community-Meet the Trustees	Free

Contact details for the Headteacher and the Board of Trustees, via the school (named contacts where possible)	Website- About us- contact details	Free
Staffing structure	Website – About us- Meet the Team	Free
School session times and term dates	Website- About us- contact details	Free
Class 2- What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> Current financial year as a minimum		
Annual Budget Plan and financial statements	Hard copy Contact school office	10p/sheet
Capital funding	Hard copy Contact school office	10p/sheet
Financial Audit reports	Hard copy Contact school office	10p/sheet
Pay Policy	Hard copy Contact school office	10p/sheet
Staffing and grading structure	Hard copy Contact school office	10p/sheet
Class 3- What our priorities are and how we are doing <i>(strategies and plans, performance indicators, audits, inspections and reviews)</i> Current information as a minimum		
School profile <ul style="list-style-type: none"> Government supplied performance data Ofsted report 	Website- About us- ofsted and Performance Data	Free
Appraisal Policy and procedures adopted by the Board of Trustees	Hard copy Contact school office	10p/sheet
Schools future plans	Hard copy Contact school office	10p/sheet
Safeguarding and Child Protection	Website- about us- key information- policies	Free
Class 4- How we make decisions <i>(Decision making processes and records of decisions)</i> Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website- About us- Admissions and application (current) Hard copy for past years	Free 10p/sheet
Agendas and minutes of Board of Trustee meetings (N.B. This will exclude information that is properly regarded as confidential)	Available for inspections Hard copy- Contact school office	Free
Class 5- Our policies and procedures <i>(Current written protocol, policies and procedures for delivering our services and responsibilities)</i> Current information only		
School policies including:	Website- about us- key	Free

<ol style="list-style-type: none"> 1. Charging and remissions 2. Health and Safety 3. Complaints procedure 4. Freedom of Information 5. Equality 6. Staff code of conduct 7. Discipline and Grievance 	<p>information- policies (1-5)</p> <p>For other policies not listed on the school website, contact the school office for a hard copy</p>	10p/sheet
<p>Pupil and curriculum policies, including:</p> <ol style="list-style-type: none"> 1. Home-School Agreement 2. Curriculum 3. Special Educational Needs 4. Behaviour 5. Attendance 6. Relationship and Sex Education (RSE) 7. Accessibility Plan 8. e-Safety/Online safety <p>Records management and personal data policies, including:</p> <ol style="list-style-type: none"> 1. General Data Protection Regulation policy 2. Information security policies 3. Records retention destruction and archive 	<p>Website- about us- key information- policies (1-5)</p> <p>For other policies not listed on the school website, contact the school office for a hard copy</p> <p>Website- about us- key information- policies</p>	<p>Free</p> <p>10p/sheet</p> <p>Free</p>
<p>Class 6- Lists and Registers Currently maintained lists and registers only</p>		
Curriculum circulars and statutory instruments	Website- about us-Curriculum Hard copy- contact school office	Free
Asset register	Hard copy- contact school office	10p/sheet
Disclosure logs	Hard copy- contact school office	10p/sheet
Any information the school is currently legally required to hold in publically available register (Not attendance)	Hard copy- contact school office	10p/sheet
<p>Class 7- The service we offer Current information only</p>		
Extra-curricular activities including out of school clubs	Website- About us- Before and after school provision	Free
Service for which the school is entitled to recover a fee, together with those fees (school hall letting- den letting)	Apply to Bursar via the school office	Free
School publications, leaflets, books and newsletters	Website- Parents- Letters and newsletters	Free

Schedule of Charges	
Photocopying, printing or emailing information as an attachment	10p per sheet (black and white)
Postage	Actual cost of Royal Mail standard post for 1 st or 2 nd class
Staff time	£50 per hour (anticipated cost of staff time in retrieving and reproducing information)

7. Key personnel

Any member of Bracebridge Nursery and Infant School can accept a request for information as long as it fulfils the criteria set out in Section 4. The request for information must be forwarded to the Headteacher as soon as possible. The Board of Trustees is responsible for ensuring a policy is in place and its effectiveness is monitored.

The Administrator is responsible for recording the requests for information, the action taken and the responses made.

The Headteacher has day to day responsibility for deciding whether a request is in line with the Freedom of Information Act and will delegate the collation of information appropriately.

8. 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.

If the complaint cannot be resolved by the Headteacher, it can be referred to the Chair of Trustees. Correspondence should be sent to the school. Following this, if the complaint remains unresolved 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 5AF or Enquiry/Information Line: 01625 545 700

Email: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

9. Policy Review

The Headteacher and staff will review this policy and present any amendments to the Trustees for discussion in Spring 2026. This policy is signed on behalf of the Board of Trustees by:

Mr Rob Pitman
Chair of Trustees

Date: 07.06.23

A handwritten signature in black ink, appearing to be 'R. Pitman', written over a horizontal line.