BRIDEKIRK DOVENBY CHURCH OF ENGLAND PRIMARY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

September 2025

Approved by[1]	
Name:	Rose Rowlands
Position:	Chair of Governors
Signed:	*Rose Rowlands*
Date:	18th September 2025
Review date[2]**:**	18th September 2028

Version No: 1.0
Last Review Date: May 2025

[1] The Governing Body are free to determine how to implement. [2]
The Governing Body are free to determine review frequency.

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	January 2012
2	Reformatted only	February 2014
3	Updated to comply with ICO current version of this document	April 2019
4	Personalised for Bridekirk Dovenby School	January 2022
5	Policy expanded	May 2025

Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits Bridekirk Dovenby to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
  The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.

Lists and registers.
Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information

Guide to information available from Bridekirk Dovenby School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular, primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

Information to be published. **This includes datasets where applicable – please see "How to complete the Guide to Information".**	**How the information can be obtained**	**Cost**
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	Website https://www.bridekirkdovenby.cumbria.sch.uk/whos-who/ Hard copy - Request from school office	Free Free
Who's who on the board of governors	Website https://www.bridekirkdovenby.cumbria.sch.uk/meet-the-governors/ Hard copy - Request from school office	Free Free

Governors and the basis of their appointment	Website https://bridekirkdovenbyceprima	Free

	ryschool.secure-primarysite.net/governor-termsof-office/ Hard copy - Request from school office	Free
Instrument of Government	Website https://bridekirkdovenbyceprima ryschool.secure-primarysite.net/instrument-ofgovernment/ Hard copy - Request from school office	Free Free
Contact details for the Head teacher via the school (named contacts where possible)	Website https://bridekirkdovenbyceprima ryschool.secureprimarysite.net/contact-details/ Hard copy – Request from school office	Free Free
Contact details for the governing body, via the school (named contacts where possible)	Website https://bridekirkdovenbyceprima ryschool.secureprimarysite.net/governance/ Hard copy – Request from school office	Free Free

School prospectus (if any)	N/A school details on the website	
Annual Report (if any)	N/A	
Staffing structure	Website https://bridekirkdovenbyceprimaryschool.secureprimarysite.net/whos-who/ Hard copy – Requests from school office	Free
School term dates	Website https://bridekirkdovenbyceprimaryschool.secureprimarysite.net/term-dates/ Hard copy – Requests from school office	Free Free
School session times	Website https://bridekirkdovenbyceprimaryschool.secure-primarysite.net/school-daytimes/ Hard copy – Request from school office	Free Free
Address of school and contact details, including email address	Website https://bridekirkdovenbyceprimaryschool.secure-	Free

	primarysite.net/contact-details/ Hard copy – Request from school office	Free
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 – request from school office	10p per page
Capital funding	Hard copy – request from school office	10p per page
Financial audit reports	Hard copy – request from school office	10p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy – request from school office	10p 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 – request from school office	10p per page
Pay policy	Hard copy – request from school office	10p per page
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	Website https://bridekirkdovenbyceprima	

actual salary is at least £100,000 per annum) by reference to categories	ryschool.secureprimarysite.net/financial-information/ Hard copy – request from school office	10p 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 – request from school office	10p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy – request from school office	10p per page

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) And in all cases: • Performance data supplied to the Government, or a direct link to the data • The latest Ofsted report - Summary - Full report • Post-inspection action plan	Website https://www.bridekirkdovenby.cumbria.sch.uk/performance-data/ https://reports.ofsted.gov.uk/provider/21/112270 https://www.bridekirkdovenby.cumbria.sch.uk/schoolimprovement/ Hard copy – request from school office	Free 10p per page
Performance management policy and procedures adopted by the governing body.	Hard copy – request from school office	10p per page
The school's future plans; for example, proposals for any any consultation on the future of the school, such as a change in status	Website https://www.bridekirkdovenby.cumbria.sch.uk/strategy-vision-1/	Free

	Hard copy – request from school office	10p per page
Safeguarding and child protection	Website https://www.bridekirkdovenby.cumbria.sch.uk/safeguarding/ Hard copy – request from school office	Free 10p per page

Class 4 – 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) – where applicable	Website https://www.bridekirkdovenby.cumbria.sch.uk/admissions/ Hard copy – request from school office	Free
Agendas and minutes of meetings of the governing body and its committees. NB this will exclude information that is properly regarded as private to the meetings).	Hard copy – request from school office	10p per page

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: Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies)	Website https://www.bridekirkdovenby.cumbria.sch.uk/data-protection/ Hard copy – request from school office	Free 10p per page
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	Website https://www.bridekirkdovenby.cumbria.sch.uk/policies-gdpr-inccovid19-information/ Hard copy – request from school office	

Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Request to inspect in school office	Free
Disclosure logs	Request to inspect in school office	Free
Asset register	Request to inspect in school office	Free

Any information the school is currently legally required to hold in publicly available registers	Request to inspect in school office	Free

Class 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		
Extra-curricular activities	Hard copy – request from school office	Free
Out of school clubs	Website https://www.bridekirkdovenby.cumbria.sch.uk/oosc-childcare/ Hard copy – request from school office	Free Free
Services for which the school is entitled to recover a fee, together with those fees	Website https://www.bridekirkdovenby.cumbria.sch.uk/policies-gdpr-inccovid19-information/ Hard copy – request from school office	Free Free

School publications, leaflets, books and newsletters	Website https://www.bridekirkdovenby.cumbria.sch.uk/ Hard copy – request from school office	Free Free

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Cost of photocopying/printing, paper and staff time
	Photocopying/printing @ 10p per sheet (colour)	Cost of photocopying/printing, paper and staff time

	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	N/A	