



# NEWBRIDGE SCHOOL

## AND SPECIAL EDUCATIONAL NEEDS SERVICES

Newbridge School	
Policy title	Freedom Of Information Policy
Agreed by Governing Body/P&F Committee on (date)	
Signed by Chair Governing Body/P&F Committee on (date)	
Date reviewed	November 2016
To be reviewed date	

## FREEDOM OF INFORMATION ACT

### 1.0 INTRODUCTION

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 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.

### 2.0 AIMS AND OBJECTIVES

The Newbridge School aims to:

- Regularly consult the children and young people, staff, parents and governors about school life.
- Develop independence in the children and young people and provide a wide range of opportunities for effective learning and social interaction.
- Be a secure, stimulating and happy school where pupils and staff can learn together.
- Promote and develop inclusion throughout the school, with mainstream partners and in the local community.



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- Be a school that other schools will want to learn from and where new ideas are welcomed.
- Develop the roles of all staff.

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

### 3.0 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:

1. School Prospectus – information published in the school prospectus
2. Governors' Documents – information published on the school's website which can be found at <http://www.newbridge.redbridge.sch.uk/>
3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum including Pupil Premium
4. School Policies and other information related to the school – information about policies that relate to the school in general

### 4.0 HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail, fax or letter. Contact details are set out below.

#### **Gresham Drive Campus**

Email: [admin.gdc@newbridge.redbridge.sch.uk](mailto:admin.gdc@newbridge.redbridge.sch.uk)

Telephone: 0208 590 7272

Address: Newbridge School, 161 Gresham Drive, Chadwell Heath, Essex, RM6 4TR

#### **Barley Lane Campus**

Email: [admin.blc@newbridge.redbridge.sch.uk](mailto:admin.blc@newbridge.redbridge.sch.uk)

Telephone: 0208 599 1768

Address: Newbridge School, 258 Barley Lane, Goodmayes, Essex IG3 8XS

To help us process your request quickly, please clearly mark any correspondence "Freedom of Information Request".

If the information you are looking for is not available via the scheme you can still contact the school and ask if we have it.



## 5.0 PAYING FOR INFORMATION

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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. Where there is a charge this will be indicated by a £ sign in the description box.

No charge will be made for a translation or audio tape version of documents for which there is an entitlement to receive a paper copy of the original document free of charge.

## 6.0 CLASSES OF INFORMATION CURRENTLY PUBLISH ON THE WEBSITE: <http://www.newbridge.redbridge.sch.uk/>

### 6.1 School Prospectus – this section sets out information published in the school prospectus

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows:</p> <ul style="list-style-type: none"><li>• The name, address and telephone number of the school, and the type of school</li><li>• The names of the Headteacher and Chair of Governors</li><li>• Information on the school policy on admissions</li><li>• A statement of the school's ethos and values</li><li>• Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' rights to withdraw their child from religious education and collective worship and the alternative provision for those pupils with special educational needs</li><li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absences</li><li>• National Curriculum assessment results for appropriate Key Stages, with the national summery figures</li><li>• The arrangements for visits to the school by prospective parents</li></ul>

### 6.2 Governors' Report and other information relating to the governing body

Class	Description
Policy Documents	<p>The statutory contents of the Newbridge School Policy Documents are as follows and indicating how this can be obtained:</p> <p><b><i>Published on the school's website: <a href="http://www.newbridge.redbridge.sch.uk">www.newbridge.redbridge.sch.uk</a></i></b></p> <ul style="list-style-type: none"><li>• details of the governing body membership, including name and address of chair and clerk</li><li>• the School Development and Improvement Plan</li><li>• The School Security Strategy - a description of the school's arrangements for security of pupils, staff and the premises</li></ul>



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	<ul style="list-style-type: none"> <li>• information about the implementation of the governing body’s policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> </ul> <p><b>Available from the school on request:</b>  <a href="mailto:admin.gdc@newbridge.redbridge.sch.uk">admin.gdc@newbridge.redbridge.sch.uk</a> or  <a href="mailto:admin.blc@newbridge.redbridge.sch.uk">admin.blc@newbridge.redbridge.sch.uk</a></p> <ul style="list-style-type: none"> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• a statement of policy on whole staff development, identifying how teachers’ professional development impacts on teaching and learning</li> <li>• number of pupils on roll and rates of pupils’ authorised and unauthorised absence</li> <li>• a statement of the extent to which proposals in the post-inspection action plan have been carried into effect.</li> </ul>
<p><b>Instrument of Government</b></p>	<p><b>Available from the school on request:</b>  <a href="mailto:admin.gdc@newbridge.redbridge.sch.uk">admin.gdc@newbridge.redbridge.sch.uk</a> or  <a href="mailto:admin.blc@newbridge.redbridge.sch.uk">admin.blc@newbridge.redbridge.sch.uk</a></p> <ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<p><b>Minutes* of meeting of the governing body and its committees</b></p>	<p><b>Published on the school’s website</b>          Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)          *some information might be confidential or otherwise exempt from the publication by law – we therefore cannot publish this</p>



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### 6.3 Pupils and Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum. These are published on the school's website.

Class	Description
Home liaison Policy	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 and Relationship Education Policy	Statement of policy with regard to sex and relationship education.
Special Educational Needs Policy	Information about the school's policy on providing for pupils with special educational needs.
Public Sector Equality Duties Policy	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.
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
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

### 6.4 School Policies and other information related to the school

This section gives access to information about policies that relate to the school in general. These are published on the school's website.

Class	Description
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.



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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.
Staff Appraisal Policy	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures.
Staff Conduct, Discipline and Grievance Policies	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Complaints Procedure	Statement of procedures for dealing with complaints.
Curriculum circulars and statutory instruments	<b><i>Available from the school on request</i></b> The school holds a range of Policy Documents and Information which are available on request including 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 curriculum.

## 7.0 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: Louise Parr, Newbridge School, 161 Gresham Drive, Chadwell Heath, Essex, RM6 4TR.

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 5AF  
Enquiry/Information Line: 0303 123 1113  
Website: [www.ico.org.uk](http://www.ico.org.uk)