



BRIDLINGTON SCHOOL

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Freedom of Information & Model Scheme of Publication

Approved by:	Finance Committee	Date:	15 October 2020
Last reviewed on:	17 October 2019		
Next review due by:	15 October 2021		



Introduction

The Freedom of Information Act 2000 provides public access to information held by public authorities. Bridlington School has adopted the generic model publication scheme issued by the Information Commissioners Office and had also produced a guide to the information available from Bridlington School (specifying what information we publish and how it may be accessed) and a schedule of fees (confirming what we charge for information).

It is the intention of the school to provide as much as information available as possible, free of charge, however in some cases charges will be made (please refer to the schedule of fees).

Making a request

Individuals or organisations may make a written request for information which they believe the school holds. To request information under the provision of the Act, please email office@bridlingtonschool.org.uk or write to Headteacher's PA, Bridlington School, Bessingby Road, Bridlington, YO16 4QU.

Please be sure to include your name and valid postal address, as required under the Act and a clear description of the information you are seeking. If your request isn't clear, we may seek clarification prior to providing the information.

When making a request you can state a preference of how you want the information communicated to you. We will try to meet your preference as far as is reasonably practicable, or notify you if we cannot do so.

Responding to your request

We will inform you in writing whether we hold the information you have requested and if so, provide it to you no later than 20 school days after the request was received (or 60 working days, if this is shorter).

The Freedom of Information Act does identify a number of categories of information which the school is not required to disclose under the Act. In this case, we will write to you stating the exemption which provides the basis for refusal within the Act and why it applies to the information you requested. We will communicate this to you within the 20 day working time period.

Where the request received is large and would take considerable time to collate the information, the school will refer to the [Freedom of Information \(Appropriate Limit and Fees\) Regulations 2004](#) to consider whether the cost limit will be exceeded. Where this is the case, we will inform you of this and give you an option to refine your request.

Request for personal information made under the Data Protection Act

If you are seeking personal information about yourself, you should submit a Subject Access Request under the provision of the Data Protection Act. Please refer to the school's Data Protection Policy for further information.

You are not permitted to make a Subject Access Request on behalf of another person, unless it applies to your child, who must be under the age of 12. Children aged 12 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of



students at our school may not be granted without the express permission of the student. This is not a rule and a student's ability to understand their rights will always be judged on a case-by-case basis.

Complaints

If you are dissatisfied with the way the school has responded to a request for information, please write to; Headteacher, Bridlington School, Bessingby Road, Bridlington, YO16 4QU.

The Information Commissioner's Office (ICO) is responsible for enforcing the operation of the Act and you may raise issues with this office at any time. More information can be found on the ICO website listed below, or by writing to; Information Commissioner's Office, Wycliffe House, Water Lane Wilmslow, Cheshire, SK9 5AF.

<https://ico.org.uk/>

Schedule of fees

Charges for providing information under the Freedom of Information Act:

Website: Information provided on the school website can be downloaded free of charge.

Email & Attachments: Free of charge

Photocopies: A4 single sided in black ink	5p
A4 double sided in black ink	8p

Please note, these costs are doubled for printing on A3 paper and are subject to VAT at 20%.

Postage: The actual cost of postage charged by Royal Mail

Freedom of Information Fees Notice

If you need to pay a fee for photocopying, postage or because the costs exceed the appropriate limit, we will write to you advising you of the fee required within 20 school days of receipt of your request. This is known as a "Fees Notice". Once the Fees Notice has been sent to you, the 20 school day limit for responding stops and then will start again upon receipt of payment. If the fee is not received from you within three months we are not obliged to comply with the request. Cheques should be made payable to ERYC Bridlington School.



Model Publication Scheme – Bridlington School

Class 1 – Who we are and what we do	
Instrument of Government	Website
Board of Governors	Website
Location & accessibility details for the school	Website
School session times and term dates	Website
Prospectus	Website

Class 2 – What we spend and how we spend it	
Pupil Premium & Year 7 Catch Up Report	Website
Budget Information	Paper
Procurement and contracts	Paper
Funding Income	Paper
Pay Policy	Paper

Class 3 – What our priorities are and how we are doing	
Mission, Ethos & Values	Website
Ofsted Reports	Website
Appraisal Policy	Paper
Strategic Child Protection & Safeguarding Policy (Appendix L – Child Protection Procedures)	Website
DfE Performance Data	Website
Examination Results (most recent year)	Website

Class 4 – How we make decisions	
Governing Body & Sub-Committees	Website
SLT	Paper
Admissions Policy	Website



Class 5 – Our Policies and Procedures	
Student & Curriculum Policies	Website
Staff Policies	Paper
Health and Safety Policy	Website
Data Protection Policy	Website
Complaints	Website
Finance	Paper
Equality and Diversity	Website
SEND Policy	Website
Charging and Remissions Policy	Website

Class 6 – Lists and Registers	
Asset Register	Paper

Class 7 – The services we offer	
End of Term Letter	Website
Extra-Curricular Activities	Website
Out of School Clubs	Website

