



Freedom of Information Policy

Prepared by:
Agreed by governing body:
Review date:

Mei-Ling Kan
Summer 2026
Summer 2028

Signed:

Chair of Governors:

Executive Headteacher:

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One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

Below is the guide to information available from Chase Bridge under the model publication scheme prepared and approved by the Information Commissioner’s Office (ICO).

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
- 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

Information	How to obtain the information	Cost
CLASS ONE		
Who we are and what we do		
Organisational information, locations and contacts, constitutional and legal governance		
Who we are	School website: https://www.chasebridge.richmond.sch.uk/our-school/visions-and-priorities Hard copy: available on request from the school office	Free £0.05 per page
What we do	School website: https://www.chasebridge.richmond.sch.uk/our-school/visions-and-priorities Hard copy: available on request from the school office	Free £0.05 per page
Who’s who: teachers and admin team	School website: https://www.chasebridge.richmond.sch.uk/meet-our-team/staff	Free £0.05 per page

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	Hard copy: available on request from the school office	
Who's who: school governors and the basis of their appointment	School website: https://www.chasebridge.richmond.sch.uk/meet-our-team/governors Hard copy: available on request from the school office	Free £0.05 per page
Contact details	School Website: https://www.chasebridge.richmond.sch.uk/contact-us Hard copy: available on request from the school office	Free £0.05 per page
Named contact details (including Headteacher)	School website (home page): https://www.chasebridge.richmond.sch.uk/contact-us Hard copy: available on request from the school office	Free £0.05 per page
School prospectus	School website: https://www.chasebridge.richmond.sch.uk/our-school/visions-and-priorities Hard copy: available on request from the school office	Free £0.05 per page
Staffing structure	School website: https://www.chasebridge.richmond.sch.uk/our-school/visions-and-priorities Hard copy: available on request from the school office	Free £0.05 per page
School session times and term dates	School website: https://www.chasebridge.richmond.sch.uk/school-life/useful-information/the-school-day https://www.chasebridge.richmond.sch.uk/school-life/term-dates-open-days Hard copy: available on request from the school office	Free £0.05 per page
Address of school and contact details, including email address	School website: https://www.chasebridge.richmond.sch.uk/contact-us Hard copy: available on request from the school office	Free £0.05 per page

CLASS TWO		
What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
Annual budget plan and financial statements	Schools' financial benchmarking service from Department for Education (DfE): https://schools-financial-benchmarking.service.gov.uk/	Free
Capital funding	School capital funding report from DfE:	Free

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	https://www.gov.uk/guidance/school-capital-funding	
Details of expenditure items over £2000	Hard copy: available on request from the school office	£0.05 per page
Procurement and contracts the school has entered into	Hard copy: available on request from the school office	£0.05 per page
Pay policy	Hard copy: available on request from the school office	£0.05 per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual members of the Senior Leadership Team (SLT), whose basic salary is at least £60,000 p.a.	Hard copy: available on request from the school office	£0.05 per page
Staffing, pay and grading structure (in bands of £10k for SLT and by salary range for more junior posts)	Hard copy: available on request from the school office	£0.05 per page
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	Hard copy: available on request from the school office	£0.05 per page

CLASS THREE

Our priorities and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

School profile	Get Information about Schools service from DfE: https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/102905	Free
Performance data supplied to the Government	School website: https://www.chasebridge.richmond.sch.uk/our-school/assessment-results Hard copy: available on request from the school office	Free £0.05 per page
Latest Ofsted report	School website: https://www.chasebridge.richmond.sch.uk/our-school/ofsted-report Hard copy: available on request from the school office	Free £0.05 per page
Post-inspection action plan	Hard copy: available on request from the school office	£0.05 per page

Performance management policy and procedures	Hard copy: available on request from the school office	£0.05 per page
Performance data	Find and Compare Schools service from DfE:	Free

	https://www.compare-school-performance.service.gov.uk/school/102905/chase-bridge-primary-school/primary Hard copy: available on request from the school office	£0.05 per page
The school's future plans, i.e. proposals and consultations on the future of the school	Hard copy: available on request from the school office	£0.05 per page
Safeguarding and child protection	School website: https://www.chasebridge.richmond.sch.uk/our-school/safeguarding Hard copy: available on request from the school office	Free £0.05 per page

CLASS FOUR**How we make decisions**

Decision making processes and records of decisions

Admissions policy	School website: https://www.chasebridge.richmond.sch.uk/our-school/admissions Hard copy: available on request from the school office	Free £0.05 per page
Agendas and minutes of meetings of the governing body and its committees (excluding information that is properly regarded as private to the meetings)	Hard copy: available on request from the school office	£0.05 per page

CLASS FIVE**Policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities

Records management and personal data policies	School website: https://www.chasebridge.richmond.sch.uk/policies Hard copy: available on request from the school office	Free £0.05 per page
Charging regimes and policies	School website (Charging Remissions Policy): https://www.chasebridge.richmond.sch.uk/policies Hard copy: available on request from the school office	Free £0.05 per page

CLASS SIX**Lists and Registers**

Currently maintained lists and registers only (excluding the attendance register)

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Curriculum circulars and statutory instruments	Hard copy: available on request from the school office	£0.05 per page
Asset register	Inspection only - contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school	Free

CLASS SEVEN		
Services we offer		
Services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Extra-curricular activities	School website: https://www.chasebridge.richmond.sch.uk/school-life/news Hard copy: available on request from the school office	Free £0.05 per page
Out of school clubs	School website https://www.chasebridge.richmond.sch.uk/school-life/clubs Hard copy: available on request from the school office	Free £0.05 per page
Services for which the school is entitled to recover a fee, together with those fees	School website (Charging Remissions Policy): https://www.chasebridge.richmond.sch.uk/policies Hard copy: available on request from the school office	Free £0.05 per page
School publications, leaflets, books and newsletters	School website: https://www.chasebridge.richmond.sch.uk/school-life/newsletters Hard copy: available on request from the school office	Free £0.05 per page

Additional information		
information not itemised in the lists above		
SEND information	School website: https://www.chasebridge.richmond.sch.uk/our-school/send Hard copy: available on request from the school office	Free £0.05 per page
Pupil Premium information	School website (Pupil Premium): https://www.chasebridge.richmond.sch.uk/our-school/pupil-premium-recovery-grant Hard copy: available on request from the school office	Free £0.05 per page
PE and Sports Premium information	School website (PE and Sport Premium): https://www.chasebridge.richmond.sch.uk/our-school/school-sports-funding Hard copy: available on request from the school office	Free

		£0.05 per page
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Guide to information available from Chase Bridge under the model publication scheme

REQUESTING INFORMATION

The school aims to put as much information as possible online so, if you are looking for information, in the first instance please consult the school website:

<https://www.chasebridge.richmond.sch.uk/>

If you require a paper version of any of the documents within the scheme, please contact the school by email, telephone, or letter.

If the information you are looking for is not available via the scheme and is not on our website, please contact the school office to assess whether it is available.

Contact details:

Email: info@chasebridge.richmond.sch.uk

Tel: 020 8892 1242

Address: Chase Bridge Primary School, Kneller Road, Twickenham TW2 7DE

SCHEDULE OF CHARGES

Information published on our website is free, although you may incur costs from your Internet service provider (ISP). If you do not have Internet access, you can access our website using a local library or an Internet café.

If you require a paper copy of the information on our website, we will provide this at a cost of £0.05 per sheet for black and white copies. Colour copying costs are considerably more expensive so please contact the office for a specific price. The cost of copying is based on the cost per sheet and machine rental prices from our provider plus the cost of paper. The cost of any postage will be recharged at cost.

The Act recognises that freedom of information requests are not the only demand on the resources of a public authority. They should not be allowed to cause a drain the school's time, energy and finances to the extent that they negatively affect normal public functions.

Currently, the cost limit for complying with a request or a linked series of requests from the same person or group is £450, the school reserves the right to refuse a request if we estimate that the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.

When estimating the cost of compliance, we take into account the cost of the following activities:

- determining whether you hold the information;
- finding the requested information, or records containing the information;
- retrieving the information or records; and
- extracting the requested information from records.

We rate staff time at £25 per person per hour, regardless of who does the work, including external contractors. This means a limit of 18 staff hours.

If Section 12 (cost limit) of the Act could apply, we will confirm this in writing. In addition, we will say whether we hold the information and give the requester the option to either:

- Refine (change or narrow) their request. by explaining why, the limit would be exceeded and what information, if any, may be available within the limits.
- Choose to meet the cost of compliance (the costs allowed in calculating whether the appropriate limit is exceeded); plus the communication costs and £25 an hour for staff time taken for printing, copying or sending the information.

COMPLAINTS:

We take any complaints about how we collect and use personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance at info@chasebridge.richmond.richmond.sch.uk. You can make a complaint to us at any time by contacting David Coy, 07903506531, david.coy@london.anglican.org.

Upon receiving a complaint, we will:

- Acknowledge receipt of the complaint within 30 days of receiving it
- Without undue delay, take appropriate steps to respond to the complaint, including:
 - Making appropriate enquiries based on the circumstances of the complaint
 - Keeping the complainant informed on the progress of the investigation

Without undue delay, inform the complainant of the outcome of the investigation.