

FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

Brockmoor Primary School • Brierley Hill Primary School

POLICY OWNER	Senior Leadership Team
APPROVED BY	Governing Body
APPROVAL DATE	September 2026
REVIEW DATE	September 2027 or earlier if guidance changes
REVIEW CYCLE	Annual

Aspiration and opportunity for every child

1. Purpose

Brockmoor Primary School and Brierley Hill Primary School are public authorities for the purposes of the Freedom of Information Act 2000 (FOIA). This document sets out how the schools will meet their duties to provide access to recorded information and to publish information proactively.

2. Model Publication Scheme

Each school adopts the Information Commissioner's Model Publication Scheme without modification. The scheme commits the school to routinely make available information it holds within the seven classes below, subject to lawful exemptions and practical limitations.

- 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
- Our policies and procedures
- Lists and registers
- The services we offer

3. Guide to information

The schools publish information through their websites and make other routinely available information accessible on request. This guide should be read alongside the information already published on each school's website.

Class	Examples of information routinely available	How available
Who we are and what we do	School contact details; governance information; staffing/leadership structure; school day and term information	School website or school office
What we spend and how we spend it	Financial information required for publication; charging and remissions; pupil premium; PE and sport premium; relevant contracts/tenders where routinely publishable	School website and/or on request
Our priorities and performance	School improvement information where appropriate; statutory outcomes; Ofsted information; performance information required for publication	School website and/or DfE/Ofsted websites
How we make decisions	Governing Body information and non-confidential minutes; consultation information where applicable	On request and/or school website
Policies and procedures	Statutory and key school policies, including safeguarding, behaviour, attendance, complaints, SEND, equality, data protection and curriculum information	School website; other policies on request
Lists and registers	Registers and lists that are appropriate for public access, subject to data protection and other exemptions	On request
Services we offer	Curriculum and provision; admissions information; SEND provision; wraparound/extended services;	School website or school office

Class	Examples of information routinely available	How available
	facilities and school contact arrangements	

4. Making a request

A request for recorded information may be made in writing, including by email, and should include the requester's real name, an address for correspondence and a clear description of the information sought. Requests should be sent to the relevant school office and will be logged and handled promptly.

The school will normally respond within 20 school days, in accordance with FOIA. Where clarification is reasonably required, the school may ask the requester to clarify the information sought.

5. Exemptions and personal information

The right of access is subject to exemptions in FOIA and other legal restrictions. Information will not be disclosed where the law requires or permits it to be withheld. Requests for the requester's own personal data will normally be handled as subject access requests under data protection legislation rather than FOIA.

6. Costs and charges

Information published electronically will normally be provided free of charge. The school may charge the actual cost of photocopying, printing, postage or other permitted disbursements where appropriate. Any charge will be explained before the information is supplied. The school will apply the statutory FOIA fees rules where the cost limit or other charging provisions are relevant.

7. Review and complaints

If a requester is dissatisfied with the handling of a request, they may ask the school to review its decision. If they remain dissatisfied after the school's review, they may complain to the Information Commissioner's Office.

[ICO Freedom of Information guidance](#)

8. Contact

Freedom of Information requests should be sent to the relevant school office. Data protection advice is provided by YourIG Data Protection Officer Service, Dudley MBC, The Council House, Dudley, West Midlands, DY1 1HF. Email: YourIGDPOService@dudley.gov.uk. Telephone: 01384 815607.