



Freedom of Information Act Publication Scheme

The Ridge Primary School

Updated: September 2025

Policies are reviewed on a rolling basis and in line with any legal or statutory changes as and when they occur.

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Freedom of Information Act Model Publication Scheme

The Publication Scheme for The Ridge Primary School uses the model publication scheme produced by the Information Commissioner. 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 The Ridge Primary School 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 Ridge Primary School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioners Office.

What does the Model Publication Scheme commit the School to?

The scheme commits The Ridge Primary School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by The Ridge Primary School and falls within the classifications below.
- To specify the information which is held by The Ridge Primary School 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 Ridge Primary School 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 Ridge Primary School that has been requested, and any updated versions it holds, unless The Ridge Primary School 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 Ridge Primary School 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.

Classes of Information

Description	Content
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 available

The Ridge Primary School 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 The Ridge Primary School, 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, The Ridge Primary School 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 The Ridge Primary School 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 The Ridge Primary School 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 The Ridge Primary School, 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 Act.

Version Control

This policy will be evaluated on a regular basis and was last reviewed September 2025.

Further information

For further information, please contact

YourIG Data Protection Officer Service
Dudley MBC, The Council House, Dudley, DY1 1HF

Email: YourIGDPOService@dudley.gov.uk tel: 01384 815026

Additional guidance

This can be found via the following links:

ICO guide to [Publications Schemes: A Guide](#)

ICO guide to [Model publication scheme: Using the definition documents](#)

ICO guide to [ICO's publication scheme compliance](#)