

Wombridge Primary School

Freedom of Information Policy



Categories of information published

The classes of information that we undertake to make available are organised into seven topic areas:

Class 1

Who we are and what we do – Organisational information, structures, locations and contacts

Class 2

What we spend and how we spend it – financial information

Class 3

What our priorities are and how we are doing - strategies, plans, performance indicators, audits, inspections and reviews.

Class 4

How we make decisions

Class 5

Our Policies and Procedures - Current written protocols, policies and procedures for delivering our services and responsibilities.

Class 6

Lists and Registers – Currently maintained lists and registers only (not attendance)

Class 7

The services we offer – information about the services we offer, including leaflets, newsletters.

How to request information

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

Mrs E Solomon
Headteacher

Contact Address: Wombridge Primary School, Hartshill, Oakengates, Telford, TF2 6AN

Telephone: 01952 387750

To help us process your request quickly, please clearly mark any correspondence “**FREEDOM OF INFORMATION REQUEST**” (in CAPITALS please)

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

Paying for information

Single copies of information covered by this publication are provided free. 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.

Feedback and Complaints

We welcome any comments or suggestions you may have about this scheme. Please write to: Mrs Eileen Solomon, Headteacher, Wombridge Primary School, Hartshill, Oakengates, Telford, TF2 6AN.

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: 01625 545 700)

(E Mail: publications@ic-foi.demon.co.uk)

(Website : www.ico.gov.uk)

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