

# FREEDOM OF INFORMATION POLICY

## Weaverham High School



**Approved by:** Governing Body

**Date:** 28<sup>th</sup> November 2018

**Last reviewed on:** 1<sup>st</sup> October 2018

**Next review due by:** 1<sup>st</sup> October 2020

## **FREEDOM OF INFORMATION ACT**

### **PUBLICATION SCHEME**

This publication scheme commits Weaverham High 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 Weaverham High School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Weaverham High School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Weaverham High School and falls within the classifications below.
- To specify the information which is held by Weaverham High 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 Weaverham High 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.

### **Classes of Information**

#### **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 Weaverham High School.

#### **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 made available**

Information available under this scheme and how it can be obtained is detailed in this policy.

Where it is within the capability of Weaverham High 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, Weaverham High 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 it is legally required to translate any information, Weaverham High School 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 Weaverham High 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 public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. 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.

Fees charged will not exceed the total cost to the school of:

- Informing the person making the request whether we hold the information.
- Communicating the information to the person making the request.

Where a fee is to be charged, the school will not comply with unless the requested fee is paid within a period of three months, beginning with the day on which the fees notice is given to the applicant.

Costs related to the time spent by any person undertaking any of the activities outlined in this policy on behalf of the school, are to be estimated at a rate of £25 per person per hour.

### **Written Requests**

Information held by Weaverham High School 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.

### **To request information:**

In writing-Freedom of information Request, Weaverham High School, Lime Avenue, Weaverham, Cheshire, CW8 3HT

E-mail-subject, [admin@weaverhamhighschool.com](mailto:admin@weaverhamhighschool.com)

### **This policy has due regard to the following legislation:**

- The General Data Protection Regulation 2018
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

### **This policy also has due regard to guidance, including, but not limited to, the following:**

- ICO 'Model publication scheme' 2016
- ICO 'Duty to provide advice and assistance (section 16)' 2016

This policy will be viewed in conjunction with the following other school policies:

GDPR Data Protection Policy