

Freedom of Information Policy

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2.4. The Trust will publish details of its procedures for dealing with requests for information on the website, which includes the following:

- A contact address and email address
- A telephone number
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- 3.6. If information falls within scope of a qualified exemption and the school needs additional time to consider the public interest test, the Trust may extend the deadline. In most cases, the extension will exceed no more than a further 20 school days; however, the actual length of the extension will be decided on a case-by-case basis.
- 3.7. Where a public interest test extension is required, the Trust will write to the applicant to inform them of this, stating the following information:
- Which exemption(s) the extension relies on and why
 - A revised deadline for when the applicant will receive their response
- 3.8. Where a deadline has to be further extended, the Trust will write to the applicant again, stating the information outlined in 3.7.
- 3.9. Requests for information that is not recorded by the Trust (

4. The appropriate limit

- 4.1. The Trust will not comply with any freedom of information request that exceeds the statutorily imposed appropriate limit of £450.
- 4.2. When determining whether the cost of complying with a freedom of information request is within the appropriate limit, the Trust will take account only of the costs we reasonably expect to incur in relation to:
 - Determining whether it holds the information.
 - Locating the information, or a document which may contain the information.
 - Retrieving the information, or a document which may contain the information.
 - Extracting the information from a document containing it.
 - Costs related to the time spent by any person undertaking any of the activities outlined in this policy on behalf of the Trust, are to be estimated at a rate of £25 per person per hour.
- 4.3. The Trust is not required to search for information in scope of a request until it is within the cost limit.
- 4.4. If responding to one part of a request would exceed the cost limit, the Trust does not have to respond to any other parts of the request.
- 4.5. Where multiple requests for information are made to the Trust within 60 consecutive working days of each other, either by a(u)17(e) to sorun(r)6e[(Wh)5(e)-3

- 5.3. Fees charged will not exceed the total cost to the Trust of:
- Informing the person making the request whether we hold the information.
 - Communicating the information to the person making the request.
- 5.4. Where a fee is to be charged, the Trust will not comply with the General rights of access to information held by the school of this policy 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.
- 5.5. Where a fee is paid by cheque, the Trust has the right to wait until the cheque is cleared before commencing work.
- 5.6. Once a fee is received, the Trust will inform the applicant of the revised response deadline, i.e. an additional 20 school days (or 60 working days).
- 5.7. Where the Trust has underestimated the cost to be charged to an applicant, a second fees' notice will not be issued; instead, the Trust will bear the additional costs.
- 5.8. The Trust will not take into account any costs which are attributable to the time spent by persons undertaking any of the activities mentioned in the Charging fees section of this policy.
- 5.9. When calculating the 20th school day in which to respond to a freedom of information request, the period beginning the day on which the fee notice is given to the applicant and ending with the day on which the fee is received will be disregarded.

6. Means of communication

- 6.1. Where, on making a request for information, the applicant expresses a preference for communication by any one of the following means, the Trust will, as far as is practicable, give effect to that preference:
- The provision to the applicant of a copy of the information in permanent form or in another form acceptable to the applicant.
 - The provision to the applicant of a reasonable opportunity to inspect a record containing the information.
 - The provision to the applicant of a digest, or summary of the information, in permanent form or in another form acceptable to the applicant.

7. Providing advice and assistance

- 7.1. The Trust will meet its duty to provide advice and assistance, as far as is reasonable, to any person who proposes to make, or has made, requests for information to the Trust.
- 7.2. The Trust may offer advice and assistance in the following circumstances:
- If an individual requests to know what types of information the Trust holds and the format in which it is available, as well as information on the fees regulations and charging procedures.
 - If a request has been made, but the Trust



➤ Remain prepared

- 7.16.** If the Trust is under any doubt that the applicant did not receive the advice and assistance, the Trust will re-issue it.
- 7.17.** The Trust is not required to provide assistance where an applicant's request is vexatious or repeated, as defined under section 14 of the Freedom of Information Act 2000.
- 7.18.** Where the Trust has already sent a refusal request in relation to a previous vexatious request, the Trust

- 9.6. Where clarification is needed from an applicant regarding the review, the normal response period will not begin until clarification is received.
- 9.7. Wherever possible, the review will be undertaken by a different member of staff than the person who took the original decision.
- 9.8. During a review, the Trust will evaluate the handling of the request; particular attention will be paid to concerns raised by the applicant.
- 9.9. The applicant will be informed of the outcome of the review and a record will be kept of such reviews and the final decision that is made.
- 9.10. If the outcome of the review is to disclose information that was previously withheld, the information will be provided to the applicant at the same time they are informed of the response to the review, where possible. If this is not possible, the applicant will be informed of when the information will be provided.
- 9.11. Within the response to a review, the applicant will be informed again of their right to complain to the ICO.

10. Publication scheme

- 10.1. The Trust will meet its duty to adopt and maintain a publication scheme which specifies the information which it will publish on the Trust's website, and whether the information will be available free of charge or on payment.
- 10.2. The publication scheme will be reviewed and, where necessary, updated on an annual basis.

11. Contracts and outsourced services

- 11.1 The Trust will make clear what information is held by third party contractors on behalf of the Trust.
- 11.2 Where a contractor holds information relating to a contract held with the Trust on behalf of the school, this information is considered in the same way as information held by a public authority and so is subject to the Freedom of Information Act 2000.
- 11.3

freedom of information request is made. These arrangements will be set out in a contract, and will cover areas including, but not limited to, the following:

- How and when the contractor should be approached for information and who the points of contact are
- How quickly information should be provided to the Trust
- How any disagreement about disclosure between the Trust and contractor will be addressed?
- How requests for internal reviews and appeals to the ICO will be managed
- The contractor's responsibility for maintaining record keeping systems



APPENDIX 1: Model Publication Scheme

Information will be provided in the language in which it is held or in such other language(s) that is legally required. Where we are legally required to translate any information, we will do so. Information can be translated into accessible formats where possible.

To enable us to process your request quickly, please mark correspondence: **"PUBLICATION SCHEME INFORMATION REQUEST"**

3. Freedom of information requests

Information that is not covered by this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000.

To enable us to process freedom of information requests within statutory timeframes, please mark all correspondence: **"FREEDOM OF INFORMATION REQUEST"**

4. Charges

Information contained in this scheme is free to view on the school website.

Where paper copies of the information covered by this scheme are requested, a small charge may be made to cover disbursements incurred such as:

- Photocopying.
- Postage and packaging.
- The costs directly incurred as a result of viewing information.



APPENDIX 3

Class 5: Our policies and procedures

Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy or website	£
Charging and remissions policy	Individual school website	Free
School behaviour policy	Individual school website	Free
Sex education policy		