



## Freedom of Information Publication Scheme

Approved by which committee:	Signature of Chair:	Name of Chair:	Date approved:
FGB		Marilyn Cornwell	September 2020

Headteacher: C BULL	Date: September 2020
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Office/Clerk use only

Reviewed:	Next review:	Statutory/non:	Ownership:
September 2020	September 2022	NS	Finance Manager

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 Parsons Down Partnership of Schools 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Parsons Down Partnership of Schools:

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

The 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 Parsons Down Partnership of Schools, 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, we 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 an authority 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 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. (refer Appendix A)

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.

### Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at [www.pdp.w-berks.sch.uk](http://www.pdp.w-berks.sch.uk)

Email: [headteacher@pdp.w-berks.sch.uk](mailto:headteacher@pdp.w-berks.sch.uk)

Telephone: 01635 866700/862475

Contact Address: Parsons Down Partnership of Schools  
Herons Way  
Thatcham  
RG19 3SR

To help us process your request efficiently, please mark any correspondence "FOI REQUEST" (in capitals please)

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

## **Appendix A: Charges**

Charges for copies of documents and other information in line with the publication of the 2004 Fees Regulations

**Website:** Access to the website is free of charge unless otherwise specified.

**Email & Attachments:** Free of charge unless otherwise specified.

**Website Printouts:** Printouts from the school website or external websites are not provided.

### **Copies by Post of information:**

#### **Photocopies:**

A minimum charge of £2 for up to 10 pages A4

A minimum charge of £4 for up to 10 pages A3

Further pages are charged at:

A4 pages at 10p per page (single sided)

A3 pages at 20p per page (single sided)

Information accessed in the school office can be viewed free of charge, photocopies can be made for 10 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.

**Postage:** charges will be at current rates plus packaging contributions being a minimum of 50 pence

**Administration fees:** As referenced in the Fees Regulations, charges will be made for administration where a request will take over 1 hour of staff time. Such charges are calculated at £25 per hour. If the request will take this amount of time the school may refuse it on the grounds of excessive cost, or ask the applicant to pay in full before supplying the information.

#### ***Staff time relating to Administration fees.***

*A public authority can charge for the time taken by its staff on the activities included in communicating the information.*

*Regulation 7(5) indicates that staff time is to be charged at the flat rate of £25 per hour, irrespective of whether a higher rate is actually incurred by internal staff or charged by external contractor staff.*

*A public authority can also charge for the time it takes a member of staff to actually redact the exempt information. This cost can be included because it is part of the costs of communicating the information under regulation 7. Regulation 7(5) of the Fees Regulations confirms that a public authority can only charge £25 per hour for this activity. For example, if it takes one employee 45 minutes to black out the information which is not to be disclosed then the public authority can charge £18.75 for this activity.*

*For the avoidance of doubt, any staff time spent redacting exempt information cannot be taken into account when initially estimating whether it would exceed the appropriate limit to comply with the request*