

# LANCASTER ROYAL GRAMMAR SCHOOL

## POLICY STATEMENT

|                     |   |
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| <b>Number</b><br>35 | <b>Date Approved by Board of Governors</b><br>December 2021 |
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### FREEDOM OF INFORMATION

#### Freedom of Information Policy and Publication Scheme

##### Introduction

Lancaster Royal Grammar School is committed to the Freedom of Information Act 2000 (FOIA) and to the principles of accountability and the general rights of access to information, subject to legal exemptions. This policy outlines our response to the FOIA and the framework for managing requests.

Under the Act, any person has a legal right to ask for information held by the school. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.

All information that the school routinely makes available to the public is included in the Publication Scheme. Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

##### Dealing with Requests

Requests for information will be dealt with in accordance with statutory guidance.

Requests for information should be made to the Clerk to the Governors.

All LRGS staff need to be aware of the procedure to forward all requests to the Clerk to the Governors immediately.

Requests must be in writing (including email), and should include the enquirers name and address and state what information they require. LRGS has a duty to respond to each request appropriately within 20 days or within 60 days if the request is made during the school holidays.

##### Obligations and Duties

LRGS recognises its duty to:

- Provide advice and assistance to anyone requesting information.
- Tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny), and provide access to the information we hold in accordance with this policy.

## **LRGS Publication Scheme**

The LRGS Publication Scheme contains all information available under the FOIA. The Publication Scheme sets out the following:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published;
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future.

The Publication Scheme and the materials it covers will be available in hard copy from the school or via the LRGS website.

This publication scheme conforms to the model scheme for Academies approved by the Information Commissioner and the Department for Education.

## **Non Disclosure**

Information will not be disclosed if one or more of the following applies:

- An exemption to disclosure
- The information sought is not held
- Requests are considered vexatious or repeated
- It would cost too much or take up too much staff time to deal with the request
- Costs exceed statutory maximum

## **Exemptions**

Certain information is subject to either absolute or qualified exemptions. When we wish to apply a qualified exemption to a request we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information. LRGS will maintain a register of requests where we have refused to supply information and the reasons for the refusal. Information will be retained for 5 years.

There is an exemption for personal data if it would be contrary to the Data Protection Act.

## **Public Interest Test**

Unless it is in the public interest to withhold information, it has to be released. LRGS will apply the Public Interest Test before any qualified exemptions are applied.

Information on applying the Public Interest Test is available in the Department for Education Guidance on Freedom of Information to Academies.

## **Charging**

We reserve the right to refuse to supply information where the cost of doing so exceeds the current statutory maximum. Information published on the LRGS website is free.

Where the cost of postage, printing or photocopying is below £10, we will not make a charge. Where it is over £10, the first £10 will be free of charge; after that, we will charge the full

estimated cost of postage and copying. Before we produce the information we will tell you how much it will cost. If you decide not to pay, then we will not release the information.

### Classes of Information Currently Published

**Who we are and what we do;** organisational information, structures, locations and contacts.

| <b>Description</b>  | <b>Availability<br/>HC (Hard Copy)<br/>W (Website)</b> |
|---|--|
| Who's who in the Academy                                  | HC and W   |
| Governing body members and the basis of their appointment | HC and W   |
| Instrument of Government                                  | HC   |
| Contact details of the Headmaster and Governing Body      | HC and W   |
| School Prospectus   | HC and W   |
| Senior staff structure                                    | HC   |
| School session times and term dates                       | HC and W   |

**What We Spend and How We Spend It:** current and previous year financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

| <b>Description</b>                          | <b>Availability<br/>HC<br/>Companies House<br/>Charities Commission</b>                               |
|---|---|
| Annual budget plan and financial statements | HC<br>Companies House<br>Charities Commission   |
| Capitalised Funding                         | HC and the Department for Education<br><a href="http://www.education.gov.uk">www.education.gov.uk</a> |
| Additional funding                          | HC  |
| Procurement and projects                    | HC  |
| Pay policy                                  | HC  |
| Staff grading and structure                 | HC  |

**Our Priorities:** strategies and plans, performance indicators, audits, inspections and reviews

| <b>Description</b>   |   |
|--|---|
| School Profile   | HC and W  |
| Government supplied performance data<br>Latest Ofsted report | also available at<br><a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> |
| Performance management policy and procedure                  | HC  |
| Schools future plans   | HC  |
| Safeguarding policies and procedures                         | HC and W  |

**Decision Making:** processes and records for last 3 years

| <b>Description</b>  |          |
|---|----------|
| Admissions policy and decisions (not individual decisions)  | HC and W |
| Governing body meeting agendas  | HC       |
| Governing body meeting minutes (excluding information properly regarded as private to the meetings) | HC       |

**Policies and Procedures:** current written protocols, policies and procedures

| <b>School Policies</b>                      |          |
|---|----------|
| Charging and Remissions Policy              | HC and W |
| Health and Safety Policy                    | HC and W |
| Complaints Procedure                        | HC and W |
| Staff Conduct Policy                        | HC       |
| Discipline and Grievance Policy             | HC       |
| Freedom of Information Policy and Procedure | HC and W |
| Equal Opportunities Policy                  | HC and W |
| Recruitment and Selection Policy            | HC       |
| Data Protection Policy                      | HC       |

### **Pupil and Curriculum Policies**

|                                  |          |
|----------------------------------|----------|
| Home School Agreement            | HC and W |
| Sex Education Policy             | HC and W |
| Special Educational Needs Policy | HC and W |
| Accessibility Policy             | HC       |
| Equality Policy                  | HC and W |
| Collective Worship Policy        | HC       |
| Career Education Policy          | HC       |
| Pupil discipline Policy          | HC and W |

**Services:** services we offer including leaflets, guidance and newsletters

### **Description**

|                             |          |
|-----------------------------|----------|
| Extra-curricular activities | HC and W |
| Out of school clubs         | HC and W |
| School Publications         | HC and W |
| Leaflets and books          | HC and W |
| Newsletters                 | HC and W |

### **Comments and Complaints**

We welcome comments and suggestions you may have about the scheme. If you want to make any comments about the publication scheme or if you require further assistance or wish to make a complaint this should be addressed to: **Clerk to the Governors, Lancaster Royal Grammar School, East Road, Lancaster, LA1 3EF.**

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 Commissioners Office. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Tel:** 01625 545700

**Web:** [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)