

LANCASTER ROYAL GRAMMAR SCHOOL

Number 35

Date Approved: November 2024

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 Trustees.

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

Description	Availability HC (Hard Copy) W (Website)
Who's who in the Academy	HC and W
Trustees and the basis of their appointment	HC and W
Instrument of Government	HC
Contact details of the Headmaster Board	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

Description	
Annual budget plan and financial statements	HC Companies House Charities Commission
Capitalised Funding	HC and the Department for Education www.education.gov.uk
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

Description	
School Profile	HC and W
Government supplied performance data Latest Ofsted report	also available at www.ofsted.gov.uk
Performance management policy and procedure	HC
School's future plans	HC
Safeguarding policies and procedures	HC and W

Decision Making: processes and records for last 3 years

Description	
Admissions policy and decisions (not individual decisions)	HC and W
Board meeting agendas	HC
Board meeting minutes (excluding information properly regarded as private to the meetings)	HC

Policies and Procedures: current written protocols, policies and procedures

School Policies	
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 Trustees, 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