

# Trinity High School

& S I X T H F O R M C E N T R E

An Independent State Funded Academy

## FREEDOM OF INFORMATION PUBLICATION SCHEME

Also to be read in conjunction with:

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School Policy:

Staff Policy:

Review date:

Interim review date:

Approved by Governing Body:

Review date:

Policy Responsibility:

Website

R-drive

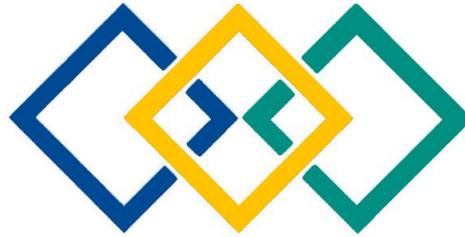
Oct 2017

Oct 2018

24 April 2018

1 January 2019

Mr T Thomas



## FREEDOM OF INFORMATION PUBLICATION SCHEME

*The Governing Body of Trinity High School adopted this scheme on 24 April 2018 and was reviewed in October 2018 without any amendments.*

***THIS POLICY IS CURRENTLY UNDER REVIEW FOLLOWING RECENT GDPR LEGISLATION AND WILL BE REVIEWED AND AMENDED IN JANUARY 2019.***

### 1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Trinity 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 Trinity High School. The scheme commits Trinity High School:

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

### 2. Classes of information

#### 2.1 Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

#### 2.2 What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### 2.3 What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

#### 2.4 How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

## **2.5 Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

## **2.6 Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

## **2.7 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.

## **3. The method by which information published under this scheme will be made available**

Trinity High 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 Trinity High School, information will be provided on our 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.

## **4. 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.

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.

## 5. Refusing a Request

We are able to refuse an entire request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request
- The request is vexatious
- The request repeats a previous request from the same person

Currently, the cost limit for complying with a request or a linked series of requests from the same person or group is set at £600 for central government, Parliament and the armed forces and £450 for all other public authorities. Therefore, we are able to refuse a request if the estimate of the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.

## 6. 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.

## 7. 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, fax or letter. Contact details are set out below.

Email: **office@trinityhigh.net**  
Tel: **01527 585859**  
Fax: **01527 65587**  
Contact Address: **Trinity High School, Easemore Road, Redditch, B98 8HB**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please).

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