



Freedom of Information Act - Publication Scheme

1. Introduction

- 1.1. John Masefield High School has an obligation under the Freedom of information Act (FOIA) to produce a Publication Scheme outlining how we will meet our duties under the FOIA. The Publication Scheme conforms to the model scheme for Academies as published by the Department for Education.
- 1.2. Under the FOIA, JMHS is committed to make information available to the public as part of our normal business activities.
- 1.3. In order to comply with the requirements of the Act, the publication scheme covers the School's commitment on the following points:
 - 1.3.1. To proactively publish, or otherwise make available as a matter of routine, information which is held by the School and falls within the classifications below.
 - 1.3.2. To specify the information that is held by the School and falls within the classifications below.
 - 1.3.3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - 1.3.4. 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.
 - 1.3.5. To review and update on a regular basis the information the Academy makes available under this scheme.
 - 1.3.6. To produce a schedule of any fees charged for access to information which is made proactively available.
 - 1.3.7. To make this publication scheme available to the public.

2. Categories of Information Published

- 2.1. This Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the school's website www.jmhs.hereford.sch.uk and is categorised in 'Classes' as outlined in Annex 1.
- 2.2. The classes of information will not generally include:
 - 2.2.1. Information the disclosure of which is prevented by law, or exempt under the FOIA, or is otherwise properly considered to be protected from disclosure. This includes information protected by the Data Protection Act.
 - 2.2.2. 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

- 3.1. Information covered by this scheme is outlined in Annex 1. Most of our information is provided on our website; should an individual not wish to access the information by the website, they can contact the school and request information. All requests will be considered in accordance with the provision of the Freedom of Information Act. Contact details: Email: admin@jmhs.hereford.sch.uk Tel 01531 631012. Address: John Masefield High School, Mabels Furlong, Ledbury, HR8 2HF. Please make the subject of your request 'Publication Scheme Request'.
- 3.2. Information will be provided in the language in which it is held or in such other language that is legally required. If we are legally required to translate any information, we will do so.
- 3.3. 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. General right of access to information held by the school

- 4.1. Provided that the request complies with this policy, we will, no later than twenty working days from receipt of the request, comply with our duty to:
 - 4.1.1. Confirm or deny whether we hold the information specified in the request
 - 4.1.2. Provide the documentation, if we confirm that we hold the requested information
 - 4.1.3. We will not comply with the above section of the policy where:
 - 4.1.4. We reasonable require further information to meet a FOI request.
 - 4.1.5. That information 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.
 - 4.1.6. A request for information is except under part 2 of the 2000 Act.
 - 4.1.7. The cost of providing the information exceeds the appropriate limit.
 - 4.1.8. The request is vexatious.
 - 4.1.9. The request is a repeated request from the same person made within sixty consecutive working days of the initial one.
 - 4.1.10. A fee notice was not honoured.
- 4.2. Where information is, or thought to be, exempt we will within twenty working days give notice to the applicant which:
 - 4.2.1. States the fact
 - 4.2.2. Specifies the exemption in question
 - 4.2.3. States why the exemption applies

5. Charges which may be made for Information published under this scheme.

- 5.1. It is our policy to make the maximum amount of information readily available at minimum cost to the public.
- 5.2. Material which is published and accessed on our website will be provided free of charge.
- 5.3. We will not comply with any FOI request that exceeds the charging regime specified by parliament. Currently this is £450.
- 5.4. When determining whether the cost of complying with a FOI request is within the appropriate limit, we will take account only of the cost we reasonably expect to incur in relation to:
 - 5.4.1. Determining whether we hold the information
 - 5.4.2. Locating the information, or a document which may contain the information
 - 5.4.3. Retrieving the information, or a document which may contain the information
 - 5.4.4. Extracting the information from a document containing it
- 5.5. Costs related to the time spent by any person undertaking any of the activities outlined in this policy, on behalf of the school, are to be estimated at a rate of £25 per hour.
- 5.6. Charges may be made for actual disbursements incurred such as:
 - 5.6.1. Photocopying
 - 5.6.2. Postage and packing
 - 5.6.3. The costs directly incurred as a result of viewing information
- 5.7. Where multiple request for information are made to the school within sixty consecutive working days of each other, either by a single person or by different persons who appear to be acting together, the estimated cost of complying with any of the requests is to be taken to be the total costs to the school of complying with all of them.
- 5.8. Where a fee is to be charged, we will not comply with this policy unless the requested fee is paid within a period of three months beginning with the day on which the fee notice is given to the applicant.
- 5.9. We will not take into account any costs which are attributable to the time spent by persons undertaking any of the activities mentioned above.
- 5.10. When calculating the 20th working day in which to respond to a FOI request, the period beginning with 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. Publication Scheme

- 6.1. We will meet our duty to adopt and maintain a publication scheme which specifies the information which it will publish on the school website, and whether the information will be available free of charge or on payment. The scheme will be reviewed and, where necessary, updated inline with our school's policy review schedule.
- 6.2. We welcome any comments or suggestions you may have regarding this scheme. Please contact the Governing Body c/o Clerk to the Governing Body, JMHS.

Appendix 1 Publication Scheme Classes of Information

Information that is available under this scheme includes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information which will not be made available under this scheme include:

- Information the disclosure of which is prevented by law, or exempt under the FOIA, or is otherwise properly considered to be protected from disclosure. This includes information protected by the Data Protection Act.
- 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.

Approved at External Affairs Sub Committee – 21 June 2016

Andrew Evans

Kevin Welford

Headteacher

Chair of Governors

Date: