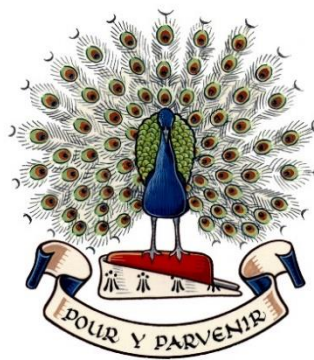


# LADY MANNERS SCHOOL

## FREEDOM OF INFORMATION POLICY



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## 1. AIMS AND INTENT

At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.

As an educational provider, we have an obligation to publish a freedom of information statement, outlining how we will meet our duties under the Freedom of Information Act 2000 and associated regulations. The development and effective implementation of this policy fulfils that requirement.

More specifically, this policy outlines:

- How our school will respond to requests from individuals for access to information held about them.
- Our school's policy and procedures for the release and publication of private data and public records.
- Our school's policy and procedures for providing applicants with advice and assistance throughout the duration of their requests.

It also clarifies our position regarding the appropriate limit to the costs incurred by the school in obtaining any requested information, and on charging fees for its provision.

## 2. LEGAL FRAMEWORK

2.1 This policy has due regard to the following legislation:

- The Data Protection Act 2018
- The Freedom of Information Act 2000
- The Environmental Information Regulations 2004
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The Freedom of Information (Time for Compliance with Request) Regulations 2010

2.2 This policy also has due regard to guidance, including, but not limited to, the following:

- Information Commissioner's Office 'Model publication scheme' 2016
- Information Commissioner's Office 'Duty to provide advice and assistance (section 16)' 2016

2.3 This policy should be viewed in conjunction with the following other school policies:

- Data Protection Policy
- Retention Policy

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### 3. ACCEPTING REQUESTS FOR INFORMATION

- 3.1 The school will only accept a request for information which meets all of the following criteria:
- It is in writing
  - It states the name of the applicant and an address for correspondence
  - It describes the information requested
- 3.2 A request will be treated as made in writing if it meets all of the following requirements:
- It is received as a letter or by electronic means
  - It is received in legible form
  - It is capable of being used for subsequent reference
- 3.3 The school website includes our contact details and requests for information must be addressed to the Headteacher.

### 4. GENERAL RIGHT OF ACCESS TO INFORMATION HELD BY THE SCHOOL

- 4.1 Provided that the request complies with Section 3 of this policy, the school will, no later than 20 school days or 60 working days (whichever is the shorter period) from receipt of the request, comply with its duty to:
- Confirm or deny to any person making a request for information to the school, whether it holds information of the description specified in the request.
  - Provide the documentation, if the school confirms that it holds the requested information.
- 4.2 The school will not comply with section 4.1 of this policy where:
- the school requires further information to meet the freedom of information request, has informed the applicant of this requirement, but was not subsequently supplied with that further information.
  - The information is no longer readily available because it is contained in files that have been placed in archive storage or are difficult to access for similar reasons.
  - A request for information is exempt under Section 2 of the Freedom of Information Act 2000.
  - The cost of providing the information exceeds the appropriate limit.
  - The request is vexatious.
  - The request is a repeated request from the same person made within 60 consecutive working days of the initial one.
  - A fee notice has not been honoured.

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- 4.3 Where the school does hold the requested information but wishes to rely on an exemption to withhold release, it will, within 20 school days or 60 working days (whichever is the shorter period), issue a refusal notice to the applicant which:
- Confirms that it holds the requested information
  - States the fact that it is refusing to comply with the request
  - Specifies the exemption that it relies on
  - Notifies the requestor of their right to have the matter reviewed internally and to complain to the Information Commissioner's Office (ICO).
- 4.4 Where possible and reasonable, the information provided to the applicant will be in the format that they have requested.
- 4.5 Where it is not possible, or unreasonable, to provide the information in the requested format, the school will assist the applicant by suggesting alternative formats in which it can be provided.
- 4.6 The information provided will also be in the language in which it is held, unless another language is legally required.
- 4.7 If, in order to meet its statutory obligations under the Equality Act 2010, the school is legally obliged to provide the information in other forms and formats, it will do so.
- 4.8 Requests for environmental information will be handled under the Environmental Information Regulations 2004.

## **5. THE APPROPRIATE LIMIT**

- 5.1 The school will not comply with any freedom of information request that exceeds the statutorily imposed appropriate limit of £450.
- 5.2 When determining whether the cost of complying with a freedom of information request is within the appropriate limit, the school will take account of the costs we reasonably expect to incur in relation to:
- Determining whether we hold the information.
  - Locating the information, or a document which may contain the information.
  - Retrieving the information, or a document which may contain the information.
  - Extracting the information from a document containing it.
  - Costs related to the time spent by any person undertaking any of the activities outlined in this section 5.2 on behalf of the school. Such costs will be estimated at a rate of £25 per person per hour.
- 5.3 Where multiple requests for information are made to the school within 60 working days of each other, either by a single person or by different persons
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who appear to be acting in concert, 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.

## 6. CHARGING FEES

- 6.1 The school may, within 20 school days or 60 working days (whichever is the shorter period), give an applicant who has requested information from the school, a written notice stating that a fee is to be charged for the school's compliance.
- 6.2 Charges may be made for disbursements, such as the following:
- Photocopying
  - Postage and packaging
  - Costs directly incurred as a result of viewing information
- 6.3 Fees charged will not exceed the total cost to the school of:
- Informing the person making the request whether we hold the information.
  - Communicating the information to the person making the request.
- 6.4 Where a fee is charged, the school will not comply with section 4 of this policy until the requested fee is paid. This should be within a period of three months, beginning with the day on which the fees notice is given to the applicant.
- 6.5 When calculating the 20<sup>th</sup> school day or 60<sup>th</sup> working day (as appropriate) in which to respond to a freedom of information request, the period beginning the 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.

## 7. MEANS BY WHICH COMMUNICATION IS TO BE MADE

Where, on making a request for information, the applicant expresses a preference for communication by one of the following means, the school will, as far as is practicable, agree to that preference. Options are:

- The provision to the applicant of a copy of the information in permanent form or in another form acceptable to the applicant.
- The provision to the applicant of a reasonable opportunity to inspect a record containing the information.
- The provision to the applicant of a summary of the information, in permanent form or in another form acceptable to the applicant.

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## 8. PROVIDING ADVICE AND ASSISTANCE

- 8.1 The school will meet its duty to provide advice and assistance, as far as is reasonable, to any person who proposes to make, or has made, requests for information to the school.
- 8.2 The school may offer advice and assistance in the following circumstances:
- If an individual requests to know what types of information the school holds and the format in which it is available, as well as information on the fees regulations and charging procedures.
  - If a request has been made, but the school is unable to regard it as a valid request due to insufficient information, leading to an inability to identify and locate the information.
  - If a request has been refused, e.g. due to an excessive cost, and it is necessary for the school to assist the individual who has submitted the request.
- 8.3 The school will provide assistance for each individual on a case-by-case basis; examples of how the school will provide assistance include the following:
- Informing an applicant of their rights under the Freedom of Information Act 2000
  - Assisting an individual in the focus of their request, e.g. by advising of the types of information available within the requested category
  - Advising an applicant if information is available elsewhere and how to access this information
  - Keeping an applicant informed on the progress of their request
- 8.4 In order to provide assistance as outlined above, the school will engage in the following good practice procedures:
- Make early contact with an individual to inform them that their request has been received and keep them informed of the progress of their request.
  - Accurately record and document all correspondence concerning the clarification and handling of any request.
  - Give consideration to the most appropriate means of contacting the applicant, taking into account their individual circumstances.
  - In cases where it is not possible to provide the information requested in the manner originally specified, offer the applicant an alternative format.
  - Remain prepared to assist an applicant who has had their request denied due to an exemption.
- 8.5 The school will give particular consideration to what level of assistance is required for an applicant who has genuine reasons for difficulty submitting a written request.
- 8.6 In circumstances where an applicant has a genuine difficulty submitting a written request, the school will:
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- Make a note of the application over the telephone and then send the note to the applicant to confirm and return – the statutory time limit for a reply would begin here once this is returned.
  - Direct the individual to another agency that may be able to assist with framing their request.
- 8.7 Where an applicant's request has been refused either because the information is accessible by other means, or the information is intended for future publication or research, the school will provide advice and assistance to that effect.
- 8.8 The school will advise the applicant how and where information can be obtained, if it is accessible by other means.
- 8.9 Where there is an intention to publish the information in the future, the school will advise the applicant of when this publication is expected.
- 8.10 If the request is not clear, the school will ask for more detail from the applicant in order to identify and locate the relevant information, before providing further advice and assistance.
- 8.11 If the school is able to clearly identify the elements of a request, it will respond following usual procedures and will provide advice and assistance for the remainder of the request.
- 8.12 If any additional clarification is needed for the remainder of a request, the school will avoid delay in asking for further information.
- 8.13 If an applicant decides not to follow the school's advice and assistance and fails to provide clarification, the school is under no obligation to contact the applicant again.
- 8.14 If the school is under any doubt that the applicant did not receive the advice and assistance, the school will re-issue it.
- 8.15 The school is not required to provide assistance where an applicant's request is vexatious or repeated, as defined under Section 14 of the Freedom of Information Act 2000.
- 8.16 The school is also not required to provide information where the cost of complying with a request exceeds the limit outlined in the Freedom of Information Act 2000.
- 8.17 In cases where the applicant refuses to pay the fee, the school will consider whether any part of the information could be made available free of charge.
- 8.18 A record will be kept by the Data Protection Officer of all the advice and assistance provided.
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## **9. PUBLICATION SCHEME**

- 9.1 The school has a Publication Scheme which specifies the information which exists, free of charge, on the school website.
- 9.2 The Publication Scheme is be reviewed and, where necessary, updated on a regular basis.

## **10. MONITORING AND REVIEW**

This policy will be reviewed in accordance with Governors' procedures for updating policies, or earlier if made necessary by changes to relevant legislation.

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**Appendix****PUBLICATION SCHEME****This is Lady Manners School's Publication Scheme  
on information available under the Freedom of Information Act 2000**

The Governing Board is responsible for maintenance of this scheme.

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

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we provide a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- 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. All information in our publication scheme is available for you on our website.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

**2. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus - information published in the school prospectus.
- Governors' Documents - information published in the School Profile and in other Board of Governors documents.
- Students and Curriculum - information about policies that relate to students and the school curriculum.
- School Policies and other information related to the school - information about policies that relate to the school in general.

### 3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at [www.ladymanners.net](http://www.ladymanners.net)

Email: [info@ladymanners.derbyshire.sch.uk](mailto:info@ladymanners.derbyshire.sch.uk)  
 Tel: 01629 812671  
 Contact Address: Lady Manners School, Shutts Lane, Bakewell, Derbyshire, DE45 1JA

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST".

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.

### 4. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

### 5. Classes of Information Currently Published

Information	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts). This will be current information only	
Who's who in the school	<a href="https://www.ladymanners.derbyshire.sch.uk/about-us/leadership-team/">https://www.ladymanners.derbyshire.sch.uk/about-us/leadership-team/</a> Hardcopy: available on request
Who's who on the Governing Board and the basis of their appointment	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/about-us/governing-body/">https://www.ladymanners.derbyshire.sch.uk/about-us/governing-body/</a> Hardcopy: available on request
Instrument of Government	Hardcopy: available on request
Contact details for the Headteacher and	Website:

Information	How the information can be obtained
for the Governing Board, via the school (named contacts where possible)	<a href="https://www.ladymanners.derbyshire.sch.uk/contact-us/">https://www.ladymanners.derbyshire.sch.uk/contact-us/</a> Hardcopy: available on request
School prospectus	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/">https://www.ladymanners.derbyshire.sch.uk/</a> Hardcopy: available on request
Staffing Structure	Hardcopy: available on request
School sessions times	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/news-information/school-day/">https://www.ladymanners.derbyshire.sch.uk/news-information/school-day/</a> Hardcopy: available on request
School term dates	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/news-information/term-dates/">https://www.ladymanners.derbyshire.sch.uk/news-information/term-dates/</a> Hardcopy: available on request
Address of school and contact details, including email address	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/contact-us/">https://www.ladymanners.derbyshire.sch.uk/contact-us/</a> Hardcopy: available on request
<b>Class 2 - What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Annual budget plan and financial statements	Hardcopy: available on request
Capital funding	Hardcopy: available on request
Financial audit reports	Hardcopy: available on request
Details of expenditure items over £2000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hardcopy: available on request
Procurement and contracts the school has entered into, or information relating to/a link to information held by an organisation which has done so on its behalf	Hardcopy: available on request
Pay policy	Hardcopy: available on request
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hardcopy: available on request
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior	Hardcopy: available on request

Information	How the information can be obtained
Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hardcopy: available on request
<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
School profile (if any)  And in all cases: <ul style="list-style-type: none"> <li>Performance data supplied to the English Government or a direct link to the data</li> <li>The latest Ofsted report</li> <li>Post-inspection action plan</li> </ul>	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/news-information/statutory-information/">https://www.ladymanners.derbyshire.sch.uk/news-information/statutory-information/</a>  Website: <a href="https://www.ladymanners.derbyshire.sch.uk/news-information/statutory-information/ofsted/">https://www.ladymanners.derbyshire.sch.uk/news-information/statutory-information/ofsted/</a>  Hardcopy: available on request
Performance management policy and procedures adopted by the Governing Board.	Hardcopy: available on request
Performance data or a direct link to it	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/news-information/statutory-information/">https://www.ladymanners.derbyshire.sch.uk/news-information/statutory-information/</a> Hardcopy: available on request
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hardcopy: available on request
Safeguarding and child protection	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/wp-content/uploads/2021/08/742BCF9F8BD2C33A765938688E55D8EA.pdf">https://www.ladymanners.derbyshire.sch.uk/wp-content/uploads/2021/08/742BCF9F8BD2C33A765938688E55D8EA.pdf</a> Hardcopy: available on request
<b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions). Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) - where applicable	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/wp-">https://www.ladymanners.derbyshire.sch.uk/wp-</a>

Information	How the information can be obtained
	content/uploads/2022/02/Admissions-Final-FGB-9.12.21.pdf Hardcopy: available on request
Agendas and minutes of meetings of the Board of Governors and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hardcopy: available on request
<p><b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Website: <a href="https://www.ladymanners.derbyshire.sch.uk/news-information/statutory-information/policies/">https://www.ladymanners.derbyshire.sch.uk/news-information/statutory-information/policies/</a> Hardcopy: available on request</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>Website: <a href="https://www.ladymanners.derbyshire.sch.uk/wp-content/uploads/2022/03/Charging-and-Remissions-Final-FP-08.03.22.pdf">https://www.ladymanners.derbyshire.sch.uk/wp-content/uploads/2022/03/Charging-and-Remissions-Final-FP-08.03.22.pdf</a> Hardcopy: available on request</p>
<p><b>Class 6 - Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).</p>	
Curriculum circulars and statutory instruments	Hardcopy: available on request
Disclosure logs	Inspection only - contact school
Asset register	Inspection only - contact school

Information	How the information can be obtained
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school
<b>Class 7 - The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Extra-curricular activities	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/personal-development/clubs-and-activities/">https://www.ladymanners.derbyshire.sch.uk/personal-development/clubs-and-activities/</a> Hardcopy: available on request
Out of school clubs	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/personal-development/clubs-and-activities/">https://www.ladymanners.derbyshire.sch.uk/personal-development/clubs-and-activities/</a> Hardcopy: available on request
Services for which the school is entitled to recover a fee, together with those fees	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/news-information/lettings/">https://www.ladymanners.derbyshire.sch.uk/news-information/lettings/</a> Hardcopy: available on request
School publications, leaflets, books and newsletters	Website: <a href="https://www.ladymanners.derbyshire.sch.uk/">https://www.ladymanners.derbyshire.sch.uk/</a> Hardcopy: available on request

### Schedule of Charges

Description	Basis of charge	Charge
Photocopying/printing @ pence per sheet (black and white)	Actual cost	5 pence per page
Photocopying/printing @ pence per sheet (colour)	Actual cost	10 pence per page
Postage	Actual cost of Royal Mail standard 2nd class	Charge at time of posting

### Additional Information

This will provide schools with the opportunity to publish information that is not itemised in the lists above

## 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you

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want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Mr G Peat (Headteacher).

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 Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

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

or

Enquiry/Information Line: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

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