



# Joseph Leckie Academy

## Freedom of Information Publication Scheme

**Approved by JLA Trust Board:** 09/2021

**Last reviewed on:** 10/2022

**Next review due by:** 10/2023

## **1. Introduction**

1.1 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.

1.2 Our Academy is a public authority for the purposes of FOIA and as such is required to adopt the model publication scheme for schools approved by the ICO.

1.3 The Academy is committed to ensuring that it provides access to information in accordance with its obligations under the FOIA, associated regulations and professional guidelines. The Academy will use all appropriate and necessary means at its disposal to comply with the legislation and associated guidance.

## **2. Purpose**

2.1 The purpose of this document is to set out the various categories of information that maintained school routinely publishes and makes available.

## **3. Scope**

3.1 This document fulfils the requirements set out by the Information Commissioner's Office (ICO) with regard to the minimum content of school publication schemes.

## **4. What is in the Publication Scheme**

4.1 The model scheme requires the Academy, as a public authority, to "produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public".

4.2 The Publication Scheme therefore sets out:

- 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.

4.3 The ICO expects the Academy to make the information detailed in this document available within the Publication Scheme unless:

- We do not hold the information.
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute.
- The information is readily and publicly available from an external website; such information may have been provided by the Academy or on its behalf. If that is the case, we will provide a direct link to the information.
- The information is archived, out of date, or otherwise inaccessible.
- It would be impractical or resource intensive to prepare the material for routine release.

4.4 The scheme covers information already published and information that is to be published in the future. All information in our Publication Scheme is either available for you on our website ([www.josephleackieacademy.co.uk](http://www.josephleackieacademy.co.uk)) to download and print off or available in paper form from the Academy on request.

4.5 Some information that we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the ICO.

4.6 We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

4.7 The Academy does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats. These costs will be listed.

## 5. How to request information

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

Email: [postbox@josephleckieacademy.co.uk](mailto:postbox@josephleckieacademy.co.uk)

Tel: 01922 721071

Fax: 01922 641497

Contact Address: Joseph Leckie Academy, Walstead Road West, Walsall, WS5 4PG

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

5.2 If the information you’re looking for isn’t available via the scheme (and isn’t on our website), you can still contact the Academy to ask if we have it. You can do this by making a Freedom of Information request or Subject Access Request (if you require your personal data) to the Academy, for more information visit [www.josephleckieacademy.co.uk/dataprotection](http://www.josephleckieacademy.co.uk/dataprotection)

## 6. Review and Revision

6.1 This scheme will be reviewed as it is deemed appropriate, but no less frequently than every 2 years.

## 7. Paying for information

7.1 Information published on our website ([www.josephleckieacademy.co.uk](http://www.josephleckieacademy.co.uk)) 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.

7.2 **Fee Regulations.** The method of calculating charges within this policy is in accordance with the Freedom of Information and Data Protection (appropriate limits and fees) Regulations 2004.

7.3 **Estimating the costs of processing requests; (section 4(3) of the FOI regulations).** When estimating the cost of complying with a written request for information, Joseph Leckie Academy will take into account the staff time involved in the following activities:

- Determining whether the information is held.
- Locating the information or a document that may contain the information.
- Retrieving and extracting the information, or a document that may contain the Information.

The cost of the above activities will be calculated by applying an hourly rate of £25 per person, (section 4(4) of the FOI regulations.)

When calculating the costs to process requests, Joseph Leckie Academy cannot take account of the time taken to consider whether information is exempt under the Act. In all cases the costs must be 'reasonable'.

#### 7.4 Staff Costs

- Staff costs (£25 per hour) involved in determining whether the Academy holds the information.
- Staff costs (£25 per hour) of locating, retrieving and extracting the information.
- Disbursement and staff costs (£25 per hour) incurred in informing the applicant that the information is held.
- Disbursement and staff costs (£25 per hour) incurred in communicating the information to the applicant

#### 7.5 Disbursements

##### **Photocopies:**

Black & White 50p per sheet (additional cost for producing A3)

Colour 80p per sheet (additional cost for producing A3)

##### **Prints from a PC:**

Black & White 50p per page (additional cost for producing A3)

Colour 80p per page (additional cost for producing A3)

##### **Postage:**

Actual cost of Royal Mail standard 2nd Class Recorded

**7.7 Where the cost to process a request is below £450.** Where the cost of complying with a written request for information is estimated to be below £450, there will be no charge unless the disbursement costs (printing copying and postage) exceeds £5. Where disbursement costs exceed £5, the applicant will be issued with a fees notice and must pay the costs within a period of three months before the Academy can comply with the request. Disbursements costs applied by the Academy are shown below.

**7.7 Where the cost to process a request exceeds £450.** In accordance with the Freedom of Information and Data Protection (appropriate Limits and Fees) Regulations 2004, the Academy are not obliged to respond to a written request for information, where it estimates that the cost of complying with the request would be in excess of £450 (which equates to 18 hours of work at £25 per hour).

**7.8** The Academy will not charge for: Providing information in an alternative format if the Disability Discrimination Act (DDA) covers the person requesting it, unless the original document was a priced publication. In this case, the charge for the alternative format will not exceed the cost of original publication.

#### 7.9 Notifying charges

- Where charges apply, the Academy will notify the estimated charge to the applicant before

- doing any charged work.
- Where there is a significant difference between the estimated and the actual charge,
- The Academy will notify the applicant.
- Where charges apply, the Academy will require payment before compiling and supplying information.
- If a charge is not paid within the specified time limit of 3 months, the information will not be supplied.

7.10 Charges may be made for actual disbursements incurred such as:

- Repetitive requests
- Vexatious Requests
- If the request is manifestly unfounded or excessive

## 8. Classes of Information Currently Published

Information to be published	How the information can be obtained	Cost
<b>Class 1: Who we are and what we do</b>		
Organisational information	Website	Free
Instrument of Government	Hard copy from Academy	£
Academy Prospectus and Curriculum	Website	Free
Trust Board	Website	Free
Academy session times and term dates	Website	Free
Location and contact information	Website	Free
<b>Class 2: What we spend and how we spend it</b>		
Annual budget plan and financial statements	Website	Free
Capital Funding	Website	Free
Additional Funding	Website	Free
Procurement and Contracts	Website	Free
Pay Policy	Website	Free
Staffing and grading structure	Hard copy from Academy	£

Governor's allowances	Website	Free
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews.	Website	Free
Academy Profile	Website	Free
Performance management information	Website	Free
Academy future plans	Website	Free
Every Child Matters / Child Protection	Website	Free
<b>Class 4: How we make decisions</b>		
Decision-making processes and records of decisions. Current and previous three years as a minimum.	Hard copy from Academy	£
Admissions Policy	Website	Free
Minutes of meetings of the Trust body and its sub-committees	Hard copy from Academy	£
<b>Class 5: Our policies and procedures</b>		
Academy Policies	Website	Free
<b>Class 6: Lists and registers</b>		
Disclosure logs	Hard copy from Academy	£
Asset register	Hard copy from Academy	£
<b>Class 7: The services we offer</b>		
Information about the services the Academy provides.	Website	Free
Extra-curricular activities Out of school clubs Academy publications Leaflets, booklets and newsletters. Community Services	Website	Free

## 9. Feedback and complaints

9.1 We welcome any comments or suggestions you may have about the scheme. If you want to make any amendments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to the Data Protection Lead (DPL), Miss C Stroud.

9.2 If you are not satisfied with the assistance 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 the following address:

**Information Commissioner Office**

Wycliffe House Water Lane, Wilmslow, Cheshire, SK9 5AF.

Enquiry/Information Line: 01625 545 700

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

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

**10. Further Information and Associated Policies**

10.1 For further information about Information Governance please visit the ICO website [www.ico.org.uk](http://www.ico.org.uk)

10.2 This policy should be read alongside:

- Information Governance Strategy
- Information Risk and Security Policy
- Incident Management Policy
- CCTV Policy
- Data Protection Policy
- Confidentiality Policy
- Freedom of Information Policy
- Information Rights Policy
- Records Management Policy and Schedule
- Subject Access Request Policy
- Consent to Use Personal Data Guidance
- Impact Levels and Protective Marking Guidance