

<b>DOCUMENT CONTROL</b>	
<b>Document Title</b>	
<b>FREEDOM OF INFORMATION PUBLICATION SCHEME</b>	
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**THE LOXFORD SCHOOL TRUST  
INTERIM FREEDOM OF INFORMATION PUBLICATION SCHEME**

This publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits an authority 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 the authority.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

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

**It must be noted that any statutory change will supersede any areas of this document.**

## **Classes of Information**

### **Who we are and what we do:**

Loxford School Trust  
Loxford Lane  
ILFORD  
Essex IG1 2UT

Telephone: 020 8514 4666  
Facsimile: 020 8514 6257  
E-Mail: [LSST@loxford.net](mailto:LSST@loxford.net)  
Web Address: [www.Loxford.net](http://www.Loxford.net)

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

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

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

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

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

### **How we make decisions:**

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

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

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers.**

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

### **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.

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

The authority 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 a public authority, information will be provided on a 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, a public authority 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.

### **Charges which may be made for information published under this scheme**

#### 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.

#### **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, the School 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, the School cannot take account of the time taken to consider whether information is exempt under the Act.

#### **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) exceed £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 School can comply with the request. Disbursements costs applied by the School are shown below.

#### **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 School is 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).

- Staff costs (£25 per hour) involved in determining whether the School 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.
- In all cases the costs must be 'reasonable'.

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## **Campaign requests**

If the School receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.

## **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

## **The School will not charge for:**

- Providing information in an alternative format if the Equality Act (2010) 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.

## **Notifying charges**

- Where charges apply, the School 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 School will notify the applicant.
- Where charges apply, the School 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.

## **GDPR (2018)**

Under the GDPR (2018), the School will charge an individual the sum of £10 for requesting personal information held by the School about the individual. These requests for information are referred to as subject access requests.

The School will not process the subject access request until the £10 fee has been received.

## **Review of charging policy**

This policy will be reviewed annually.

## **Complaints**

If the applicant does not agree with the proposed fee, they can appeal through the School's complaints procedure.

## **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.