



RAVENSCLIFFE
HIGH SCHOOL & SPORTS COLLEGE

Freedom of Information Publication Scheme

Reviewed by	Gareth Hunter
Date approved	16/10/2025
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Signed by Chair of sub committee	Simon Lea
Signed by Acting Headteacher	Jo Hague
Signed by chair of Governors (statutory policies only)	Jill Grant/Brendan Heneghan

1. Introduction

The Freedom of Information Act 2000 ('FOA Act') provides members of the public with the right to access most types of recorded information held by a public body.

All public bodies have an obligation to publish certain recorded information; details of this obligation are set out in the schema that forms part of this policy. Other recorded information may be requested by a member of the public as part of a Freedom of Information request, there are certain exceptions that apply to the public's right to receive such information.

This policy does not apply to any records held containing personal information; please refer to the GDPR Policy for information relating to such records.

The school recognises the importance of the Freedom of Information Act and will ensure that appropriate measures are in place to publicise the recorded information set out in the schema set out in this Policy.

The FOI Act is overseen by the Information Commissioner. It may monitor organisational compliance, issue undertakings, serve information and enforcement notices and, if needed, initiate court proceedings to ensure compliance.

2. Purpose and Scope of this Policy

- 2.1 This Policy sets out how we will meet our obligations under the Freedom of Information Act 2000. It also provides the schema detailing what information will be published by us.
- 2.2 The Policy sets out information for individuals who wish to make a request to receive recorded information that we hold and the exceptions that we may apply when deciding whether we can provide that information.
- 2.3 The Policy applies to all recorded information including records created prior to the Act coming into force. The Act does not stipulate any retention periods for records held.
- 2.4 All staff must be aware of, and follow, this Policy. All employees have a legal obligation to preserve formal records in line with the Records Management and Retention Policy. Employees must also ensure information is recorded correctly, accurately, adequately named and indexed for easy retrieval or publication. Poor records management practices are not offences in themselves; however, they may lead to an inability to comply with requirements of the Freedom of Information Act.
- 2.5 This policy will be read and signed by all colleagues whose role may lead to them receiving an FOI request, and its existence will be made known to all.

3. Relationship with other policies

- 3.1 This policy and schema stand in isolation but it may also be helpful to refer to the following policies:
- Records Management and Retention Policy
 - GDPR Policy

4. Roles and Responsibilities

- 4.1 The Headteacher is responsible for ensuring that this Policy is updated and followed by all staff.
- 4.2 All staff are responsible for ensuring that records are kept in line with the Records Management and Retention Policy.
- 4.3 Our Data Protection Officer will assist us with dealing with any requests received for recorded information under the Freedom of Information Act.

5. Publication of information

- 5.1 We will publish information via our website or make records available upon request in line with the schema that forms part of this Policy.

6. Requests for information under the Act

- 6.1 Any individual can make a request for information under the Freedom of Information Act.
- 6.2 If a staff member receives a Freedom of Information request, either in writing or verbally, they will contact the Data Protection Officer who will advise and assist in responding to the request. Details of how members of the public can submit FOI requests will be displayed on the GDPR section of the school website.
- 6.3 A Freedom of Information request must be made in writing, and it must be clear what information the individual is requesting to receive.
- 6.4 A request must be submitted by a named individual and proof of identity may be required to verify this.
- 6.5 The response should be provided within 20 working days (this will be 20 days that school is open to pupils) and will be sent in writing.

7. Fees

- 7.1 Following receipt of a request in writing, we may give the requester notice in writing if a fee is payable for providing the information requested. This notice will state the amount of the fee payable to comply with the request.
- 7.2 Where a fee notice has been provided to the applicant, we are not obliged to comply with the request unless the fee is paid within three months of the notice being issued.
- 7.3 A fee notice may be issued when dealing with a request, in line with the 'The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.'
- 7.4 In line with these regulations, when determining whether the cost of the work to respond is estimated to be less than £450 or less than 18 hours of work effort, we cannot charge a fee. Where the cost exceeds this amount, we will correspond with the applicant either to reduce the requirement (and therefore cost) below the threshold or to agree a fee. If an agreement cannot be reached, we may exempt the requested information from disclosure.
- 7.5 In calculating costs, staff time will be charged at a rate of £25 per hour. Disbursements will be charged at the actual cost to us as set out in the table below.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	CHARGE
Disbursement cost	Photocopying/printing (black & white)	Actual cost	£0.02 pence per page
	Photocopying/printing (colour)	Actual cost	£0.06 pence per page
	Postage	Actual cost of Royal Mail standard 2nd class	As per Royal Mail published charges dependent upon size of the document e.g. standard letter, large letter

8. Refusal of requests

- 8.1 Refusal of Requests - the duty to confirm or deny whether information is or is not held does not arise if:
- An exemption applies under section 2 of the Act;
 - A fees notice has been issued, and the fee has not been paid;
 - An estimate demonstrates that the cost of compliance will exceed the appropriate limit; or
 - It can be demonstrated that the request is repeated or vexatious.
- 8.2 Upon refusal of a request for information, the applicant will be informed of the reasons for this decision within twenty working days.
- 8.3 If we are reliant upon an exemption under part 2 of the Act, relating to the duty to confirm or deny, a notice will be issued within twenty working days, which will state that fact and specify the exemption being applied and why it applies.
- 8.4 When responding to an FOI and relying on an exemption we must ensure the response states what exemption is being relied upon and state why the exemption applies.
- 8.5 We can refuse the entire request if it would cost too much or take too much staff time to deal with the request, if the request is vexatious or if the request repeats a previous request from the same person.

9. Vexatious or repeated requests

- 9.1 We will refuse to comply with a request if it is deemed to be vexatious. This means that we do not have to comply with any part of the request or even confirm or deny whether we hold the information.
- 9.2 When assessing whether a request is vexatious, we will consider the context and history of the request, including the identity of the requester and our previous contact with them.
- 9.3 In deciding whether a request is vexatious, we will consider whether the request is likely to cause a disproportionate or unjustifiable level of distress, disruption or irritation.
- 9.4 We will refuse to respond to a request if it is repeated. This will apply if it is identical or substantially similar to one that has previously been made by the same requester.

- 9.5 We will not refuse a request as repeated if a reasonable amount of time has passed. What we assess to be a reasonable amount of time will depend on the information requested and how often this information changes.
- 9.6 If we refuse a request on the basis that it is vexatious or repeated, we will send a refusal notice to the requester stating our decision to refuse on the basis that it is vexatious but will not explain our reason for this decision. We will keep a record of our reasons in case a complaint is made to the Information Commissioners Office.

10. Other exemptions

- 10.1 We may seek to rely on an exemption in Part II of the Freedom of Information Act 2000. If so, we will clearly state which exemption we are seeking to rely upon.
- 10.2 The majority of exemptions are 'qualified' which means that we will only withhold information if the public interest test applies. The test will apply if it is deemed that the public interest of withholding the information outweighs the public interest in disclosure.
- 10.3 We will refuse to confirm or deny whether we hold information if doing so would be harmful.

11. Complaints

- 11.1 Any complaints about this Policy or any information processed under this policy should be addressed to the school's data protection officer in the first instance at info@dpocoms.co.uk You may also make a complaint to the Information Commissioners Office.

12. Breaches of this policy

- 12.1 Any breach of this policy is initially investigated by the DPO for the appropriate action to be taken.
- 12.2 If you remain unsatisfied with the outcome of the breach of policy investigation, you can make a complaint to the Information Commissioners Office.

13. Review

- 13.1 This policy should be reviewed annually.

Class 1 – Who we are and what we do

Information in this class will be current information only.

- **Instrument of government or articles of association** – can be obtained by request from the clerk of governors at debby.simpson@calderdale.gov.uk
- **School prospectus** - can be found at www.ravenscliffe.calderdale.sch.uk
- **Curriculum** – can be found on <https://ravenscliffe.calderdale.sch.uk/curriculum/>
- **Governing body (which contains information about the governors and their duties)** - can be found on <https://ravenscliffe.calderdale.sch.uk/governors/>
- **Gender pay gap reporting** – the school is not required to publish information regarding the gender pay gap.
- **School session times and term dates** - can be found at <https://ravenscliffe.calderdale.sch.uk/term-dates/>
- **Contact information** - can be found at <https://ravenscliffe.calderdale.sch.uk/contact/>
- **Key personnel information** - can be found at <https://ravenscliffe.calderdale.sch.uk/our-staff/>

Class 2 – What we spend and how we spend it

We will make available the financial information for the current and previous two financial years.

- **Annual budget plan and financial statements** – can be requested by email to debby.simpson@calderdal.gov.uk
- **Capital funding** - Hard copy available upon request.
- **Financial audit reports** - Hard copy available upon request.
- **Procurement and contracts** - Hard copy available upon request.
- **Staff allowances and expenses** - Hard copy available upon request

- **Staff pay and grading structures** - Hard copy available upon request
- **Governors' allowances** – this is a voluntary position and no allowances are ordinarily are paid.
- **Premiums or other forms of financial support available** - can be found on <https://ravenscliffe.calderdale.sch.uk/financial-information/>
- **TU facility time reporting** – available on request.

Class 3 – What our priorities are and how we are doing

- **Performance data supplied to the government** – can be found at the following web address: [Find and check the performance of schools and colleges in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/find-and-check-the-performance-of-schools-and-colleges-in-england).
- **Latest Ofsted report** – can be found at the following web address: [Find an Ofsted inspection report](#).
- **Performance management information** - Hard copy available upon request, please contact us.
- **Future plans** – Hard copy available upon request, please contact us.
- **Exam and assessment results** – students do not routinely undertake publishable examinations, although assessment information is available on request.
- **Performance tables** - can be found at the following web address: <https://www.gov.uk/school-performance-tables>
- **Impact assessments as appropriate and relevant.** – Available for inspection only.

Class 4 – How we make decisions

- **Admissions policy and decisions** - can be found on our website here <https://ravenscliffe.calderdale.sch.uk/policies/>
- **Minutes of meetings of the governing body and its committees** - Hard copy available upon request, please contact us.

Class 5 – Our policies and procedures

The following policies can be found on our website

<https://ravenscliffe.calderdale.sch.uk/policies/>

- Accessibility Plan
- Equality Information and Objectives
- Admissions Policy
- Student discipline and behaviour policy
- SEND and inclusion policy
- Work related learning policy
- Exams and accreditation assurance policy
- Learner appeals policy
- Anti-bullying policy
- Attendance policy
- Complaints and improvements procedures
- Charging and remissions policy
- Remote learning policy
- Online safety policy
- Safeguarding policy

All other policies can be requested by email to admin@ravenscliffe.calderdale.sch.uk

Class 6 – Lists and Registers

1. **Curriculum circulars and statutory instruments** – can be found at the following web address: [Guidance and regulation - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-and-regulation)
 2. **CCTV operated by the organisation** - – Available for inspection only.
 3. **Disclosure logs for Information Governance** – Available for inspection only.
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1. **Asset register** – Available for inspection only.
 2. **Any information you are currently legally required to hold in publicly available registers** – Available for inspection only.

Class 7 – The services we offer

- **Extra-curricular activities** – information can be requested by email to admin@ravenscliffe.calderdale.sch.uk
- **Out of school clubs** - can be requested by email to admin@ravenscliffe.calderdale.sch.uk
- **School publications** can be requested by email to admin@ravenscliffe.calderdale.sch.uk
- **Services for which the school is entitled to recover a fee, together with those fees** can be requested by email to admin@ravenscliffe.calderdale.sch.uk
- **Leaflets, booklets and newsletters** can be requested by email to admin@ravenscliffe.calderdale.sch.uk].