



FREEDOM OF INFORMATION PUBLICATION SCHEME

Reviewed: March 2026
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Person responsible for policy: CEM/GLD
Approved by: Governing Body

FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME

Policy Statement

One of the aims of the Freedom of Information Act 2000 (FOIA) is to ensure that public authorities, including schools, are open and transparent about the information they hold and how it can be accessed by the public. Droitwich Spa High School and Sixth Form Centre have adopted the Information Commissioner's Office (ICO) Model Publication Scheme for Schools. This scheme sets out:

- The classes of information the school publishes or intends to publish
- The way in which the information will be made available
- Whether the information is available free of charge or subject to a fee

Information included within the scheme will normally be available on the school website or provided on request.

Some information held by the school cannot be made public where disclosure would breach data protection legislation or where exemptions apply under the Freedom of Information Act.

Scope of the Policy

This policy applies to all recorded information held by the school, including information held:

- in paper files
- electronically
- in emails
- in photographs, recordings or other media

It applies to information created by the school or received from external sources as part of normal school business.

Legal Framework

This policy operates within the framework of the following legislation:

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

Where personal data is requested, the school will consider the request in accordance with both the Freedom of Information Act and data protection legislation.

The Publication Scheme

Information is organised into the following classes:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

Information covered by the publication scheme will normally be available on the school website. Where this is not possible, the school will provide information by other means on request.

About Droitwich Spa High School and Sixth Form Centre

Droitwich Spa High School and Sixth Form Centre became an academy in 2011. The school is a company limited by guarantee registered in England and Wales (No. 07666185) and is an exempt charity.

The school serves the community of Droitwich Spa and the surrounding villages, providing education for students aged 11–18. The school aims to provide a broad and ambitious curriculum and a wide range of opportunities that support students in reaching their full potential.

Further information about the school can be found on the website:

www.droitwichspahigh.worcs.sch.uk

Classes of information

The following classes of information are published under this scheme.

1. Who we are and what we do

Organisational information including:

- Structure and staffing
- Governance arrangements
- Contact information
- Legal and constitutional documents

2. What we spend and how we spend it

Financial information relating to:

- Budget planning and expenditure
- Procurement procedures
- Financial statements and accounts
- Contracts and tendering processes

3. What our priorities are and how we are doing

Information relating to the school's performance and strategic direction, including:

- School improvement plans
- Ofsted reports
- Performance data
- Strategic priorities

4. How we make decisions

Information about decision-making processes including:

- Admissions arrangements
- Consultation processes
- Governing body minutes (where appropriate)

5. Our policies and procedures

Current policies and procedures relating to the operation of the school.

6. Lists and registers

Information contained within registers maintained by the school where legally required.

7. The services we offer

Information about services provided by the school including:

- Curriculum provision
- Extra-curricular activities
- School publications
- Student support services

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

Information published	On academy website	Signposted on academy website	On request
Who we are and what we do			
Academy Funding Agreement	✓		
Articles of Association	✓		
Academy staff and structure – names of key personnel	✓		
Governing Body – names of the governors, members and the basis of their appointment, term of office and declarations of interests	✓		
Academy session times, term dates and holidays	✓		
Location and contact information – address, telephone number and website	✓		
Academy prospectus	✓		
Exam results		✓	

Information published	On academy website	Signposted on academy website	On request
What we spend and how we spend it			
Audited Accounts	✓		
Annual budget plan and financial statements			✓
Capital funding – details of capital funding allocated to the academy along with information on related building projects and other capital projects			✓



Additional funding – income generation schemes and other sources of funding			✓
Procurement and contracts – details of procedures used for the acquisition of goods and services can be found in our Finance Policy.	✓		
Details of contracts that have gone through a formal tendering process			✓
Pupil Premium Strategy Statement	✓		
Staffing and grading structure			✓
Teachers Pay policy			✓
Governors’ Allowances Policy and detail			✓

Information published	On academy website	Signposted on academy website	On request
What our priorities are and how we are doing			
Government supplied performance data	✓		
OFSTED report – summary and full report	✓		
DfE Performance tables		✓	
Equality Objectives and Accessibility Plan	✓		
Safeguarding and promoting the welfare of children	✓	✓	
Academies future plans	✓		

Information published	On academy website	Signposted on academy website	On request
How we make decisions			
Admissions policy	✓		
Information on application numbers and numbers of successful applicants by each oversubscription criteria			✓
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded			✓

Information published	On academy website	Signposted on academy website	On request
Our policies and procedures			
Anti-fraud and corruption (inc Gifts and Hospitality)	✓		
Anti-Bullying Policy	✓		
Assessment and Marking Policy	✓		
Attendance Policy	✓		
Careers Education Policy	✓		



Charging Policy	✓		
Complaints Policy	✓		
Curriculum Policy	✓		
DSHS Safeguarding Children Policy	✓		
Education of Looked After Learners Policy	✓		
Educational Visits Policy	✓		
Equal Opportunities Policy	✓		
Finance and Resources Policy	✓		
First Aid Policy	✓		
Freedom of Information Publication Scheme	✓		
Health and Safety	✓		
Home School Agreement	✓		
Homework Policy	✓		
Online Safety Policy	✓		
Policy for Managing Behaviour and Attitudes	✓		
Policy on the Use of Mobile Phone and other Personal Devices	✓		
Safeguarding Policy for Students undertaking Alternative Provision	✓		
School Assemblies and Collective Worship Policy	✓		
SEND Policy and SEND Information Report	✓		
Sex and Relationships Policy	✓		
Supporting Students with Medical Conditions Policy	✓		
Teaching and Learning Policy	✓		
Transgender Policy	✓		
Whole School Literacy Policy	✓		

Information published	On academy website	Signposted on academy website	On request
Lists and Registers			
Curriculum, circulars and statutory instruments			✓
Disclosure logs			✓
Asset register			✓
Any information the academy is currently legally required to hold in publicly available registers			✓

Information published	On academy website	Signposted on academy website	On request
The services we offer			
Extra-curricular activities	✓		

Out of school clubs	✓		
School publications	✓		
Services for which the academy is entitled to recover a fee, together with those fees			✓
Letters and newsletters	✓		
Promoting Good Mental Health		✓	

Making a Freedom of Information Request

Any person has the right to request recorded information held by the school.

Requests must:

- be made in writing (including email)
- include the requester's name
- provide an address for correspondence
- clearly describe the information requested

Requests should be sent to the school office or designated Freedom of Information contact.

The school may contact the requester to clarify the request if necessary and will provide advice and assistance where reasonable.

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions or the Freedom of Information Act.

Contact Details

Email: info@droitwichspahigh.worcs.sch.uk

Website: www.droitwichspahigh.worcs.sch.uk

Telephone: 01905 774421

Address: Briar Mill, Droitwich Spa, Worcestershire, WR9 0AA

To help process requests efficiently, correspondence should be clearly marked **"PUBLICATION SCHEME REQUEST"**.

Response Times

The school will respond to Freedom of Information requests within 20 working days in accordance with the Freedom of Information Act 2000.

Where clarification of a request is required, the response time will pause until clarification is received.

In certain circumstances the response time may be extended where a public interest test must be considered.

Refusal of Requests and Exemptions

The Freedom of Information Act includes exemptions that allow public authorities to withhold certain information.

Examples include:

- personal data
- safeguarding information
- commercially sensitive information
- confidential information

If a request is refused, the school will issue a refusal notice explaining the exemption applied.

The school is not required to comply with requests where the cost of locating, retrieving and extracting the information exceeds the appropriate limit set under the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

For schools this limit is £450, equivalent to 18 hours of staff time calculated at £25 per hour.

Vexatious or Repeated Requests

The school is not required to comply with requests that are considered vexatious or repeated under Section 14 of the Freedom of Information Act.

Requests may be considered vexatious where they impose a disproportionate burden on the school or are intended to cause disruption.

Charges

Most information provided under the publication scheme will be **free of charge**.

The school may charge reasonable costs for disbursements such as:

- photocopying
- printing
- postage

If a charge is required, the requester will be notified before the information is provided.

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/Printing @ 5p per A4 sheet (black & white)	Actual cost £0.05p
	Photocopying @ 8p per A4 sheet (colour)	Actual cost £0.08p
	Postage	Actual cost of Royal Mail Standard 2 nd class
Statutory Fees		In accordance with the relevant legislation

Internal Review Process

If a requester is dissatisfied with the response to their Freedom of Information request, they may request an internal review.

Requests for internal review should be made within 40 working days of receiving the response.

The review will normally be conducted by a senior member of staff who was not involved in the original decision.

The school will aim to respond to internal review requests within 20 working days.

Complaints to the Information Commissioner

If a requester remains dissatisfied after the internal review process, they have the right to complain to the Information Commissioner's Office.

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Website: www.ico.org.uk

Roles and Responsibilities

The Governing Body has overall responsibility for ensuring compliance with the Freedom of Information Act.

The Co-Headteachers are responsible for the implementation of this policy.

The Data Protection Officer / Governance Manager will normally act as the Freedom of Information Lead and will:

- coordinate responses to requests
- maintain the FOI request log
- advise staff on exemptions and compliance

All staff are responsible for ensuring that records are managed appropriately and can be retrieved when required.

Monitoring and Review

The school will maintain a log of Freedom of Information requests received.

This policy will be reviewed annually or sooner if there are changes to legislation or guidance.

Droitwich Spa High School and Sixth Form Centre take its responsibilities as a data controller and data processor seriously and are committed to using any personal data collected and held in accordance with the law. The schools policies, privacy notices and forms in relation to personal data are available for you to view on our web site at www.droitwichspahigh.worcs.sch.uk or by using the

<https://website.droitwichspahigh.worcs.sch.uk/index.php/communications/information-management-and-data-protection/>

The School's Data Protection Officer is the *Head of Governance* who can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at privacy@droitwichspahigh.worcs.sch.uk