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## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

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Person responsible for policy: JMB

## FREEDOM OF INFORMATION PUBLICATION SCHEME

### **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 schools, should be clear and proactive about the information they will make public. To do this we must produce 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
- Whether the information is available free of charge or a charge is payable

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

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.

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 the 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so, to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use, and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term “dataset” is defined in

section 11 (5) of the Freedom of Information Act. The term “relevant copyright work” is defined in section 19 (8) of that Act.

### **About Droitwich Spa High School and Sixth Form Centre**

Droitwich Spa High School (DSHS) became an Academy school in 2011. It is a company limited by Guarantee registered in England and Wales (no. 07666185) and an exempt charity under the terms of the Charities Act 1993 and 2006.

The school serves the local community of Droitwich Spa and surrounding villages. It is ambitious for its students and aims to offer each of them a range of opportunities in and beyond the classroom to realise their full potential.

More information can be found at [www.droitwichspahigh.worcs.sch.uk](http://www.droitwichspahigh.worcs.sch.uk)

### **Classes of information**

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

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**

DSHS 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 the school, information will be provided on the school’s website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the school 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 the school is legally required to translate any information, it will do so.

We will make any reasonable adjustments needed to access this policy or to make our response and information provided in accordance with this scheme accessible.

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

The purpose of this scheme is to make the maximum amount of information available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum

Material which is published and accessed on the school website will be provided free of charge.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedule of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information. The charges will be calculated in accordance with the following schedule:-

**Schedule of Charges**

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement Cost	Photocopying/Printing @ 4p per A4 sheet (black & white)	Actual cost £0.04p
	Photocopying @ 6p per A4 sheet (colour)	Actual cost £0.06p

	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> class
Statutory Fees		In accordance with the relevant legislation

### **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

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

Email: [info@droitwichspahigh.worcs.sch.uk](mailto:info@droitwichspahigh.worcs.sch.uk)

Website: [www.droitwichspahigh.worcs.sch.uk](http://www.droitwichspahigh.worcs.sch.uk)

Telephone: 01905 774421

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

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

Information published	On academy website	Signposted on academy website	On request
<b>Who we are and what we do</b>			
Academy Funding Agreement	✓		
Articles of Association	✓		
Academy staff and structure – names of key personnel	✓		
Governing Body – names and contact details of the governors and the basis of their appointment	✓		
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
<b>What we spend and how we spend it</b>			
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.	✓		
Details of contracts that have gone through a formal tendering process			✓
Staffing and grading structure			✓
Teachers Pay policy			✓
Governors’ Allowances Policy and detail			✓

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

Information published	On academy website	Signposted on academy website	On request
<b>How we make decisions</b>			
Admissions policy	✓		
Information on application numbers and number 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
<b>Our policies and procedures</b>			
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	✓		
Equality, Diversity and Inclusion 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	✓		
Sex and Relationships Policy	✓		
Supporting Students with Medical Conditions Policy	✓		
Teaching and Learning Policy	✓		
Transgender appendix to EDI Policy	✓		
Whole School Literacy Policy	✓		

<b>Information published</b>	<b>On academy website</b>	<b>Signposted on academy website</b>	<b>On request</b>
<b>Lists and Registers</b>			
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
<b>The services we offer</b>			
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		✓	

Droitwich Spa High School and Sixth Form Centre takes 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](http://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 *Governance Manager* 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](mailto:privacy@droitwichspahigh.worcs.sch.uk)