

Freedom of Information Policy & Publication Scheme



Introduction

Wetherby High School is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions contained within the relevant legislation.

This document sets out Wetherby School's Publication Scheme of information that is available under the Freedom of Information Act 2000 and related legislation.

This policy applies to all information held by Wetherby High School regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

It should be noted that access to personal information (that is information from which a living individual can be identified) is governed by the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) as amended by the Data (Use and Access) Act 2025. Requests for access to such information will be governed in line with the requirements of this legislation.

Development of the Publication Scheme

Under the Freedom of Information Act 2000 (FOIA) public authorities should be proactive about information that is available to the public. This includes schools. This document sets out Wetherby High School's policy in respect of requests made to the school under the FOIA, and has due regard to the legal requirements placed on the school under it.

In order to comply with the requirements of the Act, the publication scheme covers the school's commitment on the following points:

- To publish proactively, or otherwise make available as a matter of routine, information which is held by the school and falls within the classifications below.
- To specify the information that is held by the school and falls within the classifications below.
- To publish proactively 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 the information the school 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 school that has been requested, and any updated versions it holds, unless the school 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 school is the only owner, to make the information available for re-use under the terms of the Open Government Licence.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

Classes of Information Published

The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information, categorised in 'Classes' is available below. A copy of this is available on the website: www.wetherbyhigh.org.uk.

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. This includes information protected by the Data Protection Act.
- Information that is 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.

Requests for Information

Information that is not published under the scheme can be requested by email or letter. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy.

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 school days from the date of request, or within 60 working days whichever is the sooner and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, school is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 school day period.

Please note, repeated or vexatious requests for information will be refused.

School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as “non-absolute”) exemption which requires such a test.

School recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

The school 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, appropriate 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, the school will provide it by hard copy on payment of the appropriate copying cost (and if necessary, postage).

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 a school 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.

School is under a legal duty to protect personal data under the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) as amended by the Data (Use and Access) Act 2025. We will carefully consider our responsibilities under this legislation before releasing personal information about living individuals, including current and former employees and students.

Contact details:

Mrs J Leigh Data and Assessment Manager		
Email	Phone	Address
info@wetherbyhigh.co.uk	01937 522500	Wetherby School Hallfield Lane Wetherby LS22 6JS

Please make the subject of your request "Publication Scheme Request" and marked "FAO Mrs J Leigh"

Paying for Information

Information published on the School website is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:

- requires a large amount of printing or photocopying
- incurs a large postage charge
- requires a priced item e.g. printed publication or video

In such instances, you will be notified in advance.

There is no obligation to disclose information if the total cost exceeds £450. Wetherby High School reserves the right to refuse a request if the work would exceed a cost of £450 (the 18 hour threshold). Should the school agree to comply with any request exceeding the £450 cost limit, the work will be charged at £25 per hour per person involved in locating, collating and retrieving the information requested.

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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

Responsibilities

School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teacher.

Complaints regarding the use of this policy should be directed to the Governing Body.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy.

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at www.informationcommissioner.gov.uk

Annex 1: Guide to information available from Wetherby High School, under the Model Publication Scheme.

Information to be Published (Please note this is intended as a guide only and is not an exhaustive list)	How the information can be obtained	Cost
Class 1: Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Who's who in the school	Website	Nil
Who's who on the Governing Body and the basis of their appointment	Website and GIAS	Nil
Instrument of Government	Website	Nil
Contact details for the Governing Body	Please contact the school for contact details for the governing board	Nil
Location and contact information	Website	Nil
Gender Pay Gap	Wetherby High School is a foundation school so this information is held by Leeds City Council	Nil
School prospectus and curriculum	Website – for Sixth Form Prospectus. Details of the curriculum for each phase are on the school website.	Nil
School session times and term dates	Website	Nil
Class 2: What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.) Current and previous financial year as a minimum		
Annual budget plan	Hard copy on request	See charges
Financial Statements	Hard copy on request	See charges
Capital funding	Hard copy on request	See charges
Additional Funding	Hard copy on request	See charges
Procurement and contracts	Hard copy on request	See charges
Expenditures (details of expenditure over £5000, including costs, supplier and transaction information)	Hard copy on request	See charges
Pay policy	Hard copy on request	See charges

Governors' allowances	Hard copy on request	See charges
Pupil Premium Funding	Website	Nil
Primary Sports Premium Funding	Website	Nil
Trade Union facility time reporting	This information is held by Leeds City Council	
Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current information		
Government supplied performance data and tables	Hard copy	See charges
Latest Ofsted report - Summary - Full report	Website	No charge
Careers programme information	Website	No charge
Performance Management Policy and Procedures adopted by the Governing Body	Hard copy on request	See charges
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Website	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy on request	See charges

Information to be Published (Please note this is intended as a guide only and is not an exhaustive list)	How the information can be obtained	Cost
Class 4: How we make decisions (Decision making processes and record of decisions) Current and previous three years		
Admissions policy/decisions (not individual admissions decisions)	Website – link to www.leeds.gov.uk	No charge
Agendas of meetings of the Governing Body	Hard copy	See charges
Minutes of meetings of the Governing Body – this will exclude information classified as ‘Confidential’	Hard copy	See charges
Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
School policies, including: <ul style="list-style-type: none"> - Charging and Remission Policy - Safeguarding and Child Protection - Complaints Procedure - Equality, Diversity and Inclusion 	Website Website Website Website	No charge No charge No charge No charge
Student and curriculum policies, including: <ul style="list-style-type: none"> - Curriculum - Special educational needs and disabilities - Principles of Behaviour Statement - Accessibility plan - Examination policy and procedures - Relationships and Sex Education - Relationships and Inclusion Policy 	Website Website Website Website Website Website	No charge No charge No charge No charge No charge No charge
Records management and personal data policies, including: <ul style="list-style-type: none"> - Data protection - Freedom of information publication scheme 	Website Website	No charge No charge

Information to be Published (Please note this is intended as a guide only and is not an exhaustive list)	How the information can be obtained	Cost
Class 6: Lists and registers Currently maintained lists and registers only		
FOI Disclosure logs	By inspection	No charge

Asset Register	By inspection	No charge
Any information the school the school is currently legally required to hold in publicly available registers (this does not include the attendance register)	By inspection	
Class 7: The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities and out of school clubs	Website / Hard copy	No charge / See charges
School publications and magazines	Hard copy	See charges
Leaflets and newsletters	Hard copy	See charges

Schedule of charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing at 4p per A4 sheet (black and white)	Actual cost
	Photocopying/printing at 10p per A4 sheet (colour)	Actual cost
	Other items e.g. some printed publications or videos	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	In accordance with the relevant legislation	