


## Scheme

# Freedom of Information Publication

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<b>Date:</b>	Summer 2026
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<b>This policy applies to:</b>	 DURHAM SIXTH FORM CENTRE

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## 1. Policy Introduction

- 1.1. Providence Learning Partnership ('the Trust') is committed to being open and transparent as an organisation and to meeting the aims and requirements of the Freedom of Information Act 2000 (FOIA).
- 1.2. Every public authority, including schools, are required under the FOIA to adopt a publication scheme. In line with guidance from the Information Commissioner's Office (ICO), the Trust has adopted the ICO's Model Publication Scheme, which is available [here](#) and in Appendix 1.
- 1.3. To comply with the Model Publication Scheme, the Trust has produced the following guide to information.

## 2. Guide to Information

### How to ask for information

- 2.1. We aim to be open and transparent by proactively publishing information on the Trust and school websites. If you require information that is not publicly available, please contact our Data Protection Officer:
  - Email: [dpo@durhamsixthformcentre.org.uk](mailto:dpo@durhamsixthformcentre.org.uk)
  - Telephone: 0191 383 0708
  - Post:
    - Data Protection Officer
    - Providence Learning Partnership
    - The Sands
    - Durham
    - DH1 1SG
- 2.2. Please include your name, an address for correspondence, a contact telephone number and a detailed description of the information you want. Please also state your preferred format for the response, (e.g. electronic, paper, large print etc.)

### Classes of information

- 2.3. In accordance with the ICO's definition document for state-funded schools, this scheme covers the broad classes of recorded information held centrally by the Trust and/or its school that relate to our public functions, statutory duties, and business operations. This includes information created by the Trust and/or its school and official records relating to the Trust Board and Local Governing Board. Where datasets fall within these classes of information and are requested under the Freedom of Information Act (FOIA), they will be made available in accordance with this policy and the associated charges section. The Trust will provide information in an electronic format where it already exists in that format, but is not required to create new datasets or reformat information to meet a specific request
- 2.4. These classes of information apply strictly to official recorded business information and do not cover personal written communications, such as emails sent by staff. Furthermore, "personal data" (such as student records or staff files) is explicitly excluded from these classes of information. Requests for personal data must instead be submitted via a Subject Access Request (SAR) in line with The Trust's Data Protection Policy, the Data Protection Act, and UK GDPR.

### How we respond to requests for information

- 2.5. In accordance with statutory regulations for schools, Freedom of Information requests will be dealt with within 20 school days (excluding weekends and school holidays), or 60 working days from receipt, whichever is the shorter period.

- 2.6. The response time will start from the time the request is received. Where further information is required from the enquirer before we can deal with the request, we shall contact the enquirer as soon as practicable using the correspondence address provided. In this case the Trust does not have to deal with the request until the further information is received.
- 2.7. There are times when information cannot be supplied because it is subject to a legal exemption under the FOIA (such as commercial sensitivity). If an exemption applies, we will inform you in writing within 20 school days and explain the reasons for our decision, along with details on how to appeal.
- 2.8. Where a fee is to be made (see charges), the Trust is not required to deal with the request until payment has been received. If the enquirer chooses to pay any fee by cheque, the fee will not be regarded as having been received until the date the cheque has cleared. If payment is not received within three months of the notice, the request will be closed.
- 2.9. The countdown of 20 school days will only begin or restart once the further information and/or payment has been received.
- 2.10. If you are dissatisfied with our response or the handling of your request, any comments or complaints relating to freedom of information requests will be dealt with through the Trust's normal Complaints Procedure which is available on our website [here](#).
- 2.11. If you remain dissatisfied following the outcome of the Trust's Complaints Procedure, you may appeal to the Information Commissioner's Office (ICO). For further information, please visit [www.ico.org.uk](http://www.ico.org.uk).

### **Charges**

- 2.12. The Trust aims to be as transparent as possible. However, in line with Department for Education (DfE) recommendations, the Trust reserves the right to charge for requests to ensure that public funding is prioritised for teaching and learning.
- 2.13. The Trust will not charge for the staff time taken to determine if information is held, or to locate, retrieve, and extract that information, provided the estimated cost does not exceed £450 (equivalent to 18 hours of work at £25 per hour). For requests falling below this threshold, the Trust:
  - Will provide information via email or website free of charge.
  - Reserves the right to charge for disbursements (the actual cost of materials, such as photocopying, printing, and postage).
- 2.14. Where the estimated cost of compliance exceeds £450, the Trust is not obliged to comply with the request. In these cases, the Trust may:
  - Provide advice and guidance to help the requester refine and narrow their request to bring it under the threshold.
  - At its discretion, choose to fulfil the request. If the Trust proceeds, we will charge the full estimated cost of staff time (at £25 per hour) plus all communication and disbursement costs (including the staff time required to scan or format electronic records).

## **3. Monitoring arrangements**

- 3.1. This document will be reviewed at least annually and sooner if updates to statutory requirements make it necessary.

## 4. Appendix 1 - Freedom Of Information Act (Adopted ICO publication)



This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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.
- 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.

### **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**

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**

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

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

Charges may be made for information subject to a charging regime specified by Parliament. 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 schedules 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 other 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.

#### **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.

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Providence Learning Partnership is a company limited by guarantee [Companies House Number: 11652271] and an exempt charity registered in England and Wales.