iCollege

Alternative Education West Berkshire

FREEDOM OF INFORMATION POLICY

Document Control	
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Written by:	Monica Romano / West Berks Model Policy
Associated policies and useful information	Data Protection Policy Complaints Policy Link to ICO (Information Commissioners office) Office https://ico.org.uk/ WBC FOI request http://info.westberks.gov.uk/index.aspx?articleid=27941
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Appendix A- FREEDOM OF INFORMATION PUBLICATION SCHEME – TARIFF

The Governing Board is responsible for maintenance of this scheme, which was approved 6.10.26

1: Key contact list for Freedom of Information Policy

Co-Headteachers	Jacquie Davies, Jo Farley	**01635 528048**	jdavies@icollege.org.uk jfarley@icollege.org.uk
SBM - FOI Officer	Karen Price	**01635 528048**	kprice@icollege.org.uk

2. Introduction: **What a publication scheme is and why it has been developed**	This publication scheme commits iCollege 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 iCollege. The scheme commits iCollege: • To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by iCollege and falls within the classifications below. • To specify the information which is held by iCollege 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 iCollege 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.
3. Classes of information	**2.1 Who we are and what we do.** Organisational information, locations and contacts, constitutional and legal governance. **2.2 What we spend and how we spend it.** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. **2.3 What our priorities are and how we are doing.** Strategy and performance information, plans, assessments, inspections and reviews. **2.4 How we make decisions.** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations. **2.5 Our policies and procedures.** Current written protocols for delivering our functions and responsibilities. **2.6 Lists and registers.** Information held in registers required by law and other lists and registers relating to the functions of the authority. **2.7 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.
4. The method by which information published under this scheme will be made available	iCollege 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 iCollege information will be provided on our 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, we 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.
5. 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 iCollege 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.
6. 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.

7. Contact details	If you require a paper version of any information or want to ask whether information is available please contact the iCollege by telephone, email or letter. Contact details are set out below or you can visit our website at https://icollege.org.uk/ To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please) If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact iCollege to ask if we have it.

Keeping Children Safe in Education

All staff at iCollege take seriously their responsibility to protect and safeguard the welfare of children and young people in their care; this includes providing help and support to meet the needs of children as soon as problems emerge; protecting children from maltreatment whether that is within or outside the home, including online; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

8. Change Record

Version Number	Date Approved	Management Com Minute Reference	Description of Amendments	Monitoring of policy	Date
V3.2			Checked for errors	H&S Co-ord	25/01/23
			Footer updated MR		13/11/23
V3.3	30.04.24	MC	Formatting updated. Date changes	SBM	07/03/24
V3.4	20.05.25	MC	Reviewed by JD-Admin changes (JM) KCSIE updated (FM)	HT/SBM	14/05/25
V3.5	*06.10.26*	*MC*	*Reviewed by JD*	*HT / SBM*	*22/09/26*

Sign:		**Sign:**	
Jacqueline Davies / Jo Farley		**Tim Pritchard**	
Co-Head Teachers		**Chair of Governing Body**	
Date:		**Date:**	

Appendix A

FREEDOM OF INFORMATION PUBLICATION SCHEME – TARIFF

These are the Charges made by iCollege for copies of documents and other information under the Freedom of information and Data Protection (Appropriate Limit and Fees) Regulations 2004

- Website: access to the website is free of charge unless otherwise specified.
- Website printouts: printouts from the iCollege website or external websites are not provided.
- Copies by post of information:

Photocopies:
A minimum charge of £1 for up to 10 pages A4

A minimum charge of £1.20 for up to 6 pages A3
Further pages are charged at:
A4 pages at £1 per copy (single sided)
A3 pages at £1 per copy (single sided)

- Photocopies: information accessed in the iCollege office can be viewed free of charge, photocopies can be made for 10 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.
- Postage for standard letters (first and second class) charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.
- Copies of published materials: copies of charged publications are available on payment of the charge specified against that document on the website and in published catalogues.

Postage for charged publications will generally be included within the cost of the item, or listed against that item on the website and in published catalogues.

- **Administration fees:**

As referenced in the Fees Regulations, charges can be made for administration where a request will take over 18 hours of staff time. Such charges are calculated at £50 per hour. If the request will take this amount of time the iCollege may refuse it on the grounds of excessive cost, or ask the applicant to pay in full before supplying the information. This fees regime was approved by iCollege's Governing Board, following publication of the 2004 Fees Regulations, and will be reviewed in line with the Freedom of Information Publication Scheme. The introduction of any further statutory obligations will also trigger a review of these arrangements.