



DEVONPORT HIGH SCHOOL FOR GIRLS

FREEDOM OF INFORMATION PUBLICATION SCHEME Linked with Access to Information Fees Policy

Named person: Mrs Anita Hemsli

Category: Statutory

Review: Bi-Annually

Date to be reviewed: Spring 2020

This policy has been reviewed with regard to the work/life balance of staff.

Adopted by the Governors' Policy Committee on: 09/07/18

Ratified at the Full Governors' meeting on: 11/07/18

FREEDOM OF INFORMATION

Guide to information available from DEVONPORT HIGH SCHOOL FOR GIRLS, PLYMOUTH under the model publication scheme

Information to published	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	Hard copy and/or school website – www.dhsg.co.uk	
Who's who in the school	School website – www.dhsg.co.uk Hard copy Contact Personnel Assistant	Free 10p per sheet
Who's who on the governing body and the basis of their appointment	School website – www.dhsg.co.uk Hard copy Contact Clerk to Governors	Free 10p per sheet
Instrument of Government	School website – www.dhsg.co.uk Hard copy Contact Clerk to Governors	Free 10p per sheet
Contact details for the Head Teacher and for the governing body (named contacts where possible with telephone number and e-mail address (if used))	School website – www.dhsg.co.uk Hard copy Contact Clerk to Governors	Free 10p per sheet
School prospectus	School website – www.dhsg.co.uk Hard copy Contact Office Manager	Free Royal Mail large letter 2 nd class
Staffing structure	School website – www.dhsg.co.uk Hard copy Contact Personnel Manager	Free 10p per sheet
School session times and term dates	School website – www.dhsg.co.uk Hard copy Contact Office Manager	Free 10p per sheet

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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	Hard copy available from the school	
Annual budget plan and financial statements	Hard copy Contact Business Manager	10p per sheet
Capitalised funding	Hard copy Contact Business Manager	10p per sheet
Additional funding	Hard copy Contact Business Manager	10p per sheet
Procurement and projects	Hard copy Contact Business Manager	10p per sheet
Pay policy	Hard copy Contact Business Manager	10p per sheet
Staffing and grading structure	Hard copy Contact Business Manager	10p per sheet
Governors' allowances	Hard copy Contact Clerk to Governors	10p per sheet

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>Hard copy and/or websites – www.dhsg.co.uk</p>	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Website www.dhsg.co.uk Hard copy Contact Clerk to Governors</p>	<p>Free</p> <p>10p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Website www.dhsg.co.uk Hard copy Contact Clerk to Governors</p>	<p>Free</p> <p>10p per sheet</p>
<p>School's future plans</p>	<p>Website www.dhsg.co.uk Hard copy Contact Office Manager</p>	<p>Free</p> <p>10p per copy</p>
<p>Every Child Matters – policies and procedures</p>	<p>Website www.dhsg.co.uk Hard copy Contact Office Manager</p>	<p>Free</p> <p>10p per sheet</p>

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>Hard copy and/or school website – www.dhsg.co.uk</p>	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Website www.dhsg.co.uk Hard copy Contact Office Manager</p>	<p>Free</p> <p>10p per sheet</p>
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Website www.dhsg.co.uk Hard copy Contact Clerk to Governors</p>	<p>Free</p> <p>10p per sheet</p>
<p>Minutes of meetings (as above) – NB This will exclude information that is properly regarded as private to the meetings</p>	<p>Website www.dhsg.co.uk Hard copy Contact Clerk to Governors</p>	<p>Free</p> <p>10p per sheet</p>

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	<p>Hard copy and/or school website - www.dhsg.co.uk</p>	
<p>School policies, including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Concerns and Complaints policy • Staff conduct policy • Discipline and grievance policies • Equality policy • Staff recruitment policies 	<p>Website www.dhsg.co.uk Hard copy Contact Clerk to Governors</p>	<p>Free 10p per sheet</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Admissions • Anti bullying • Assessment • Attendance • Behaviour for Learning (includes Home School Agreement) • Child Protection • Curriculum • Drugs • Safeguarding • Sex and relationships • SEND (including Disability Equality Scheme and Accessibility Plan) Equalities • Collective worship & RE Statement 	<p>Website www.dhsg.co.uk Hard copy Contact Clerk to Governors</p>	<p>Free 10p per sheet</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Retention policy • Data protection policy 	<p>Website www.dhsg.co.uk Hard copy Contact Business Manager</p>	<p>Free 10p per sheet</p>
<p>Charging & Remissions Policy</p>	<p>Website www.dhsg.co.uk Hard copy Contact Clerk to Governors or Business Manager</p>	<p>Free 10p per sheet</p>

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Hard copy and/or school website – www.dhsg.co.uk (Some information may only be available by inspection at the school)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Website www.dhsg.co.uk Hard copy Contact Office Manager</p>	<p>Free</p> <p>10p per sheet</p>
<p>Disclosure logs</p>	<p>Inspection only. Contact the Office Manager to make an appointment.</p>	<p>Free</p>
<p>Asset register</p>	<p>Inspection only. Contact the Office Manager to make an appointment.</p>	<p>Free</p>
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Inspection only. Contact the Office Manager to make an appointment specifying which information you wish to view.</p>	<p>Free</p>

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Guide to information available from DEVONPORT HIGH SCHOOL FOR GIRLS, PLYMOUTH under the model publication scheme

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Hard copy and/or school website – www.dhsg.co.uk (Some information may only be available by inspection)</p>	
Extra-curricular activities	<p>Website www.dhsg.co.uk Hard copy Contact Office Manager</p>	<p>Free</p> <p>10p per sheet</p>
Out of school clubs	<p>Website www.dhsg.co.uk Hard copy Contact Office Manager</p>	<p>Free</p> <p>10p per sheet</p>
School publications	<p>Website www.dhsg.co.uk Hard copy Contact Office Manager</p>	<p>Free</p> <p>10p per sheet</p>
Services for which the school is entitled to recover a fee, together with those fees	<p>Website www.dhsg.co.uk Hard copy Contact Business Manager</p>	<p>Free</p> <p>10p per sheet</p>
Leaflets, books and newsletters	<p>Website www.dhsg.co.uk Hard copy Contact Office Manager</p>	<p>Free</p> <p>10p per sheet</p>
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	<p>Website www.dhsg.co.uk Hard copy Contact Office Manager</p>	<p>Free</p> <p>10p per sheet</p>

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Contact details:

Head Teacher / Business Manager / Personnel Assistant/ Office Manager / Clerk to Governors
Devonport High School for Girls, Lyndhurst Road, Peverell, Plymouth PL2 3DL
Tel: 01752 705024 e-mail: dhsg@dhsg.co.uk www.dhsg.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost incurred by the public authority
	Photocopying/printing @ 20p per sheet (colour)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

	<h1>Freedom of Information</h1> <h2>What schools need to know</h2>	

The Background

The Freedom of Information Act was passed in November 2000 and comes into force fully on 1 January 2005. It covers all 'public authorities' (including schools) across England, Wales and Northern Ireland. The Act covers all information held by public authorities. However the Data Protection Act continues to control the use of personal information. The Environmental Information Regulations provide for the release of information concerning the environment. Schools are required to provide information to requestors according to these three regimes.

The Freedom of Information Act has been brought into force in two stages:

Stage 1—The Creation of Publication Schemes—A publication scheme is a document that describes the information which you routinely make available. Schools were asked to produce their publication scheme by 28 February 2004. The Schools Circular of 3 November 2003 describes the steps that schools had to take as well making available a model publication scheme for adoption by schools. A copy of the model publication scheme can be found on PGfL at www.pgfl.plymouth.gov.uk under Governors/LEA support. All Governing Bodies must have formerly agreed the Publication Scheme, which should be annually reviewed.

Stage 2—Public Right of Access to Information— This comes into force on 1 January 2005. From this date the public have a statutory right of access to information held by public authorities including schools, subject to certain exemptions.

The Benefits

The benefits of the Freedom of Information Act are:

- It will encourage greater openness and accountability in public authorities
- Help increase levels of public trust
- Encourage improvements in our interactions with the public
- Provide the public with information they require in order to participate in decision making.

The Key Points of the Act

The key points of the Act are:

- Each public authority must produce and maintain an up to date Publication Scheme
- It gives the public a new statutory right of access to information, subject to certain exemptions
- It imposes a duty on each public authority to make the requested information available, within 20 working days. However schools need not count school holidays when calculating response times.
- It applies to all public authorities from the smallest nursery school to government departments
- It applies to all information held, regardless of its format, quality, location or age.
- It will be an offence to alter, destroy or hide information with the intention of preventing its disclosure. Penalties can be a fine or imprisonment.

The Act includes two statutory codes of practice which define minimum standards for providing access to information and for managing information and records. Copies of these codes of practice can be found on the Department of Constitutional Affairs website: <http://www.dca.gov.uk/foi/codesprac.htm>

Requests for Information

These must:

- Be in writing. Any legible format is acceptable, including e-mail
- Include the applicant's contact details
- Describe the information required.

The applicant does not have to mention the Freedom of Information legislation in their request, nor do they have to explain why they want the information. There is a duty to help an applicant formulate the request if they need help. Requests can be sent or handed to anyone employed by the school or to governors. It is important that all staff have a basic understanding of the Freedom of Information Act and a point of contact in school to whom they can pass requests.



DEVONPORT HIGH SCHOOL FOR GIRLS

ACCESS TO INFORMATION – FEES POLICY

Named person: Mrs Anita Hemsli

Category: Statutory

Review: Bi-Annually

Date to be reviewed: Summer 2020

This policy has been reviewed with regard to the work/life balance of staff.

Adopted by the Governors' Policy Committee on: 09/07/18

Ratified at the Full Governors' meeting on: 11/07/18



DEVONPORT HIGH SCHOOL FOR GIRLS
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1. Introduction

- 1.1. This policy sets out the charges that Devonport High School for Girls will make in relation to requests for access to information in accordance with:
 - The Freedom of Information Act 2000 (FOIA)
 - The Data Protection Act 1998 (DPA)
 - The Environmental Information Regulations (EIR)
 - Any other statutory access legislation.
- 1.2. Devonport High School for Girls has determined that charges will be made to requesting information as allowed for by Legislation and any subsequent Regulations or national guidance in respect of charging for supplying information in accordance with that legislation.
- 1.3. Should there be a change in Legislation, Regulations or national guidance that affects the level of fees, then the changes will be implemented on the date that is prescribed or at the beginning of the next financial year.
- 1.4. The set rates detailed in this policy will be used from one financial year to the next and will be reviewed annually.
- 1.5. This policy is modelled on the Plymouth City Council Access to Information Fees Policy, which has been recommended as guidance to all school governing bodies.

2. Waiver

- 2.1. Where the calculated total cost to respond to a request for information is less than £10 the charge may be waived. But not in the following circumstances:
 - Where photocopying machines are provided for the use of the Public then the set scale of charges will always be payable.
 - Where there is a published cost for a publication then that price will always be payable.
 - Where a licence, copyright or patent fee is payable, then that fee will always be charged.

3. Copyright

- 3.1. The supply of any information, whether a fee is paid for the material or not, does not give the person who received the information an automatic right to re-use the material in a way that would infringe copyright. Brief extracts of the material may only be reproduced for the purposes of research, private study, criticism and news reporting.
- 3.2. However, any leaflets or publications produced by Devonport High School for Girls or in partnership with others can be further distributed or quoted in other material, provided Devonport High School for Girls is attributed as the source of information.
- 3.3. All other information supplied by Devonport High School for Girls must have the express permission of Devonport High School for Girls or the copyright holder, in order to be further used, or transmitted in any format or medium.

4. Licensing

- 4.1. Where information is proactively disseminated, including through commercial print publications or database products for which users would be expected to pay a purchase price, then the reuse of the information will be subject to licensing terms.

5. *Translations and accessibility versions for those who cannot access information in its usual format*

- 5.1. Devonport High School for Girls will investigate and consider whether it is reasonably possible to provide translations into other languages or into accessible versions of documents. If Devonport High School for Girls can provide the requested versions of information at a reasonable cost then there will be no extra charge. Otherwise the full estimated cost of meeting the request in the format the requestor has specified, will be payable in advance.

6. *Request for information to be made available in a format other than the one in which it was originally published*

- 6.1. Devonport High School for Girls will normally charge for all costs incurred in providing information in an alternative media or format to the original publication.

7. *More than one document or copy*

- 7.1. Multiple copies of publications, documents or other material can be provided where copyright, licensing arrangements or patents would not be infringed. The charge for supplying multiple copies is the multiple of the single rate plus the cost of any additional staff time, unless other arrangements apply.

7.2. *Information available through Devonport High School for Girls' Internet website*

- 7.3. Web pages or material that is available to download from Devonport High School for Girls' website can be downloaded by the viewer free of charge. Devonport High School for Girls will not be responsible for any associated costs, such as the cost of connecting to the website or any printing costs.
- 7.4. Unless specified on the web site the material that can be downloaded is available for re-use without requiring a specific copyright licence. However the school must be attributed as the source of the information.

8. *Fees Notice for the provision of Information*

- 8.1. A fees notice will be issued to the person requesting the information. The fees notice is based on the FOIA Fees Regulations 2004. The charges that Devonport High School for Girls will make are explained in the following sections.
- 8.2. A standard form for the Fees Notice is available at Appendix 1 and should be used with all requestors where a charge is to be made, except when requestors are photocopying the material themselves and are using a pre-pay photocopier.
- 8.3. When a Fees Notice is issued no further action will be taken until the fee is received. Should the fee not be paid within the appropriate timescale then access to the information request will lapse and a new request will need to be submitted by the applicant.

9. *Estimating Costs*

- 9.1. Where Devonport High School for Girls is required to estimate the cost of staff time and/or disbursements, this will be on the basis of the school's estimate of staff time required and the expected disbursements to fulfil the request.

10. Aggregation of Costs

- 10.1. Where Devonport High School for Girls considers that requests have been made which can be aggregated according to the FOIA Fees Regulations, then Devonport High School for Girls will combine the costs of the requests and act as though they were one request.

11. Reimbursement of Estimated Fees

- 11.1. Where Devonport High School for Girls is permitted to estimate costs before supplying the information, then Devonport High School for Girls will not usually reimburse the fee that is paid to the requestor.

12. Suggestions, Compliments or Complaints

- 12.1. Any suggestions, compliments or complaints about the operation of this policy should be sent to the Head Teacher and will be dealt with, if appropriate according to Devonport High School for Girls' complaints procedure.

13. Freedom of Information Act (FOIA)

The FOIA does not require charges to be made but schools have discretion to charge requestors a fee in accordance with the Fees Regulations. This section explains the charges that Devonport High School for Girls will make under the Regulations.

13.1. Publication Scheme

- The FOIA requires schools to maintain a Publication Scheme that identifies the information that is routinely published by schools. The Publication Scheme should be made freely available to enquirers for example by placing it on the school's website or a copy being available at the school's reception area.
- Information available through the Publication Scheme will be provided free of charge unless there is a £ sign which indicates that a charge will be made due to the size, complexity or format of the material.
- If the Publication Scheme refers to material that is available to download from Devonport High School for Girls' website then no charge will be made for downloading. Devonport High School for Girls will not be responsible for any associated costs, such as the cost of connecting to the website or printing costs.
- Single copies of the material referred to in the school's Publication Scheme that do not have a charge £ sign can be provided free of charge on request from the School Administrator at Devonport High School for Girls, Lyndhurst Road, Peverell, Plymouth PL2 3DL Tel: 01752 705024 email: dhsg@dhsg.co.uk.
- Copies of material for which a charge will be made can be requested from the School Administrator at Devonport High School for Girls, Lyndhurst Road, Peverell, Plymouth PL2 3DL Tel: 01752 705024 email: dhsg@dhsg.co.uk.
- The material will be supplied once the charge has been paid.
- Multiple copies of charged publications will cost the requestor a multiple of the single rate.

13.2. FOIA Fees Regulations

The Regulations prescribe the basis for charges that can be applied in responding to FOIA requests. This section explains the charges that Devonport High School for Girls will make under the regulations:

- All fees are payable in advance before the information is obtained and provided.
- Devonport High School for Girls will take the following into account when calculating the estimated cost of complying with a request for information:
 - (i) The **disbursements**, these are any costs directly and reasonably incurred by Devonport High School for Girls in:
 - Informing the applicant whether we hold information of the description specified in the request;
 - Communicating the information to the requestor.
 - (ii) The **prescribed costs**, these are any costs reasonably incurred by Devonport High School for Girls:
 - In determining whether we hold information of the description in the request;
 - In locating and retrieving the information and in meeting the requestor's preference for communicating the information;
 - The cost of associated staff time. This includes the amount of staff time involved in editing documents but it does not include the cost of staff time incurred in determining whether the school is obliged to comply with the request for information.
 - In calculating the cost of staff time Devonport High School for Girls will use the rate of £25 per person per hour.
- **If the cost of dealing with the request is less than £450** the charge Devonport High School for Girls can make for responding to a request is limited to the estimated cost of the disbursements, putting the information into the requestors preferred format, so far as is reasonably practicable, photocopying or printing, postage and other forms of communicating the information (Appendix 4 and 5). The cost of staff time cannot be charged.
- **If the cost of dealing with the request is more than £450** Devonport High School for Girls may consider responding to the request, although we are not obliged to do so. As an application to provide information that exceeds the £450 limit will require the use of Devonport High School for Girls resources to provide a service that it is not obliged to provide by statute, then Devonport High School for Girls will not normally provide this service unless Devonport High School for Girls determines that it would be in the 'public interest' to meet the request. Each request will be considered on a case-by-case basis. The charge for complying with such a request will be the combined cost of the disbursements and the full staff time involved in meeting the request. In calculating the cost of staff time Devonport High School for Girls will use the rate of £25 per person per hour.

14. Data Protection Act (DPA)

- 14.1. Schools do not charge a fee for a request for information in accordance with the Subject Access Provisions of the Act. However, a charge is made for supplying a copy of the records (Appendix 2).

- 14.2. In addition to the subject access right that can be exercised by pupils or parents acting on behalf of pupils, parents have their independent right to inspect the official educational records of their children under the Education (Pupil Information) (England) Regulations 2000. If the applicant requests a copy of the record to take away then a fee covering the cost of supplying the information, may be charged. Appendix 2 gives the current statutory charges for supplying paper copies.

15. Environmental Information Regulations (EIR)

- 15.1. The Environmental Information Regulations 2004 provide a discretionary power to make an appropriate charge for supplying information to a requestor, provided that this charge does not exceed the costs reasonably attributable to the supply of information.
- 15.2. Devonport High School for Girls will charge the cost of staff time associated with supplying the information; this includes locating, retrieving and collating information that has been requested. The Regulations do not specify an appropriate limit before the cost of staff time can be charged. Devonport High School for Girls will charge for the cost of staff time after the initial 15 minutes of staff time has been provided. The standard charge for staff time will be at the rate of £25 per person per hour (Appendix 3).
- 15.3. No charge for environmental information will be made if the information requested can be supplied verbally at the time of the request, within 15 minutes. Staff will not dictate an excessive amount of information. If staff consider that the amount of time required to convey the information is beyond 15 minutes they will supply a Fees Notice (Appendix 1).

16. Other Access to Information Requirements

- 16.1. If specific charges exist under other statutory access regimes, those charges will apply.
- 16.2. Where no statutory charges exist Devonport High School for Girls will charge the full cost of staff time exceeding 15 minutes and disbursements incurred in supplying the information requested, plus any costs associated with providing the information in a format that is not usually used by the Council.
- 16.3. The charges will be calculated according to the relevant Appendices.

Fees NoticeSCHOOL HEADED PAPER **REQUESTOR'S NAME****REQUESTOR'S ADDRESS****DATE**Dear **NAME OF REQUESTOR****Fees Notice Ref: ENTER REFERENCE NUMBER**

Further to your request dated **INSERT DATE**, to receive information in connection with **DESCRIBE REQUEST**.

I am now informing you of the charges that are to be paid in advance, before we will continue to process your request. The total charge will be £**INSERT TOTAL CHARGE** and this amount has been calculated as follows:

Staff time:	... hrs	Charge per hour:£25	Total	£
Photocopying:	... sheets	Cost per sheet: £ ...	Total	£
Computer printout:	... sheets	Cost per sheet: £ ...	Total	£
Postage and packing charge for the total number of pages			Total	£
Other: SPECIFY			Total	£
			Total Charge	£

If you wish to proceed with your request for information you must pay the total fee to **SCHOOL NAME** within three months from the date of this Fees Notice or the request will lapse and a further request will have to be made if you would still like to receive the information.

Payment Methods:

By Post – To Devonport High School for Girls, Lyndhurst Road, Peverell, Plymouth PL2 3DL.

Please do not send cash in the post. All Cheques and Postal Orders should be made payable to Devonport High School for Girls. Post-dated cheques are not acceptable.

In Person – At the Reception office located at Devonport High School for Girls, Lyndhurst Road, Peverell, Plymouth PL2 3DL.

When the full payment has been received the information that has been requested will be retrieved and you will be contacted regarding the next stage of the process.

If you have any further queries regarding this Notice, please do not hesitate to contact me

Yours sincerely

NAME OF SENDER**JOB TITLE**

DATA PROTECTION ACT**SUBJECT ACCESS REQUESTS*****Charges That Schools Can Make***

Charges are set by the governing body and should conform to the following:

Information Commissioner - Compliance advice Data Protection Act 1998***Subject Access – Right of access to education records in England.***

November 2000

Subject Access Fees

No of Pages	Maximum	No of Pages	Maximum
	Fee		Fee
1-19	£1	100-149	£10
20-29	£2	150-199	£15
30-39	£3	200-249	£20
40-49	£4	250-299	£25
50-59	£5	300-349	£30
60-69	£6	350-399	£35
70-79	£7	400-449	£40
80-89	£8	500+	£50
90-99	£9		

CALCULATING THE FIXED HOURLY RATE FOR STAFF TIME

The Department of Constitutional Affairs have advised that the upper limit of the cost for staff time involved in obtaining and providing the requested information is £450, which is equivalent to approximately 2½ days work which = approx 18 hours.

Thus £450/18 hrs= £25 per hour

This is the fixed Central Government determined rate that must be applied when calculating whether the upper limit in obtaining and providing information has been reached.

See the Guidance on the application of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

Discretionary Rate For Staff Time

Should Devonport High School for Girls decide to provide information even though the cost is in excess of the upper limit then Devonport High School for Girls can apply a reasonable rate.

At present the discretionary rate is agreed as being £25 per hour for staff time.

Calculating Staff Time

The total number of hours will be the total of ¼ hour periods that staff are occupied solely on the relevant task either estimated or actual.

DISBURSEMENTS – PRICE LIST***Photocopying*****Self Service**

A4 B & W single side or computer print out	£0.10
A4 Colour single side photocopy or computer print out	£1.00
A3 B & W single side or computer print out	£0.20
A3 Colour single side photocopy or computer print out	£1.50
A2 B & W single side or computer print out	£0.75
A1 B & W single side or computer print out	£1.00
A0 B & W single side or computer print out	£1.25

Staff Assisted on a self-service photocopier

A4 B & W single side	£0.30
A4 Colour single side	£1.20
A3 B & W single side	£0.40
A3 Colour single side	£1.70

Double-sided photocopies will be charged at double the single sided rate. Multiple copies are charged as a multiple of the single rate.

Computer Printout or a Screen Dump

As for photocopies

Photographs

from a negative	£3.00
from a print	£7.50

From microfiche/microfilm**Single Copies****Multiple copies of the same image**

£1.00 A4/A3 same price as we are unable to print A4 size	£0.25
£2.00 A2	£0.75
£4.00 A1	£1.00
£8.00 A0	£1.25

Cost of a floppy disc £0.75

Cost of CD R £1.20

Cost of a VHS tape £5.00

POSTING AND PACKING CHARGE***Number of Pages***

1 – 10	£1.00
11 – 30	£2.00
31 – 50	£3.00
51 – 70	£4.00
71 – 90	£5.00
91 – 110	£6.00

CD's/disks each considered to be 5 pages

Other media will be assigned a page weighting

Faxing Charge

Transmission within UK	£1.25 + cost of providing the A4 page
Transmission to Europe	£1.50 + cost of providing the A4 page
Transmission to N America	£2.00 + cost of providing the A4 page
Transmission to rest of World	£2.50 + cost of providing the A4 page