

## **Freedom of Information Scheme Guide to Information**

Revised September 2021

The school has adopted the Model Policy from the Information Commissioner's Office in full – a copy of which is also available on this Website.

### **Classes of Information Available**

Many items of information are available. These will generally be items of information regarding school governance and procedures, school provision, school admittance etc. Items of information not generally available might be information specific to individuals or situations.

### **The method by which information published under this scheme will be made available**

The school publishes certain of this information on its Website and in its Prospectus. Any other available information required can be obtained by contacting the school on [main@olcc.lancs.sch.uk](mailto:main@olcc.lancs.sch.uk) or by telephoning 01524 66689 or by written request to The Headteacher, Our Lady's Catholic College, Morecambe Road, Lancaster, LA1 2RX

Information will be provided in English. Where the 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.

### **Charges which may be made for Information published under this scheme**

Material which is published and accessed on a website or otherwise published generally 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

Other charges may sometimes be made for information and if a charge is to be made, then details will be given on application.