

Schedule of fees charged by HSLC

Charges for providing information under the Freedom of Information Act

Website: access to the website is free of charge

Email & attachments: free of charge unless otherwise specified

Website printouts: not provided

Photo copies: 10 pence per A4 page (black and white)

20 pence per A3 page (black and white)

Postage: charges will be made for the actual postage costs charged by Royal Mail.

Administration: 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 £25 per hour. If the request will take this amount of time the school may refuse it on the grounds of excessive cost (currently £450).

Freedom of information Fees Notice

If you need to pay a fee for disbursements or because the costs exceed the appropriate limit, we will write to you advising you of the fee required within 20 working days of receipt of your request. This is known as a 'Fees Notice'. When you are issued the Fees Notice, the 20 working day limit for responding stops, and then will start again when we receive payment. If we do not receive the fee from you within three months we are not obliged to comply with the request.