

HOLLAND PARK SCHOOL 2011**PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000**

The Governing Body is responsible for the maintenance of this scheme.

1 Introduction: what is a publication scheme and why has it been developed?

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we produce a publication scheme, setting out:

- (i) The classes of information which we publish or intend to publish;
- (ii) The manner in which the information will be published;
- (iii) Whether information is available free of charge or on payment.

Personal information held by the school will not be made public: section 40(2) FOIA.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2 Aims and Objectives

Holland Park is a highly successful and over-subscribed comprehensive school in the heart of west central London. Recognized as *'a good school, with an exceptional learning culture among many other outstanding features'* by OFSTED, recorded as one of the country's top performing specialist Humanities Colleges and praised in the Good Schools Guide as a school which *'has seen a steep and continuing rise in results'*.

The school is profoundly committed to exacting high standards, to demanding excellence from its staff and students. It is a driven institution where students' success lies at the core of all planning. It seeks to be ambitious, to be bold for students' futures. Seeing people's potential and making detailed plans for its realization is at the centre of its approach. Recognizing people's personal strengths and development profile is important. Career planning for staff and students is intentionally diverse and personalized, building on capacity and believing that aspiration is for all.

Very little at Holland Park happens by chance or accident: this is a planned, well-articulated institution which relishes its responsibility for driving forwards fast and is passionate about equality of opportunity.

A life at Holland Park means commitment, passion, drive, attention to detail, academic rigour, aspirational targets and a fundamental understanding that beneath all of this beats the individual human heart.

All documents within the publication scheme are a means of identifying how we pursue these aims.

3 Categories of Information published

The publication scheme guides you to information which we currently publish (or have recently published) or will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6.

The classes of information are organised with four broad topic areas:

- 3.1 The School Prospectus – information published in the school prospectus.
- 3.2 Governors' Documents - information published by the Governing Body.
- 3.3 Students and the Curriculum - policies relating to our students and the curriculum.
- 3.4 School Policies and other information – information relating to the school in general.

4 Requesting Information

If you require a paper version of any of the documents within the scheme, please contact the school:

Email: info@hollandpark.rbkc.sch.uk

Tel: 0207 908 1000

Fax: 0207 908 1084

Address: Holland Park School, Airlie Gardens, Campden Hill Road, London, W8 7AF

Please mark any correspondence: **PUBLICATION SCHEME REQUEST**

If the information you are looking for is not available via the scheme, you can still contact the school and ask if we have any. Our website holds a range of information and provides guidance and advice on most issues relating to the school.

5 Paying for Information

Information published on our website is free and a range of documents can be downloaded in a pdf. format.

If your request requires a lot of photocopying or printing, or a large postal charge, we will inform you of the cost of receiving the requested items before fulfilling your request.

6 Classes of Information currently published

6.1 **The School Prospectus:** available free as a document on our website or by request from the school.

The statutory contents of the school prospectus are:

6.1.1 The name, address and contact information of the school.

6.1.2 The name of the Head, Associate Head and Chair of Governors.

- 6.1.3 A summary of the school's admissions policy.
 - 6.1.4 The school's ethos and values.
 - 6.1.5 Providing for students with SEN, LAC and Gifted and Talented.
 - 6.1.6 The School's approach to collective worship, religious education and PSCHE.
 - 6.1.7 Guidance on uniform, behaviour and attendance.
 - 6.1.8 A range of other information included at the school's discretion.
- 6.2 **Governors' Documents:** available on request from the school. A cost may be incurred for copying and collation.

The following are available:

- 6.2.1 Minutes from Governor Committee meetings.
 - 6.2.2 Minutes from termly Governor meetings.
 - 6.2.3 Instrument of Government; please note that all governors are contactable via the school's postal and email addresses.
- 6.3 **Students and the Curriculum:** available on request from the school. A cost may be incurred for copying. Policies marked with '♣' are available to view/download on the school's website.
- 6.3.1 Charging♣: policy relating to charges made by the school for educational activities.
 - 6.3.2 Curriculum: policy relating to the school's current organisation and arrangements for learning; arrangements for sex education.
 - 6.3.3 Discipline: policy relating to the effective management of students.
 - 6.3.4 SEN: policy relating to the school's provision for students with Special Educational Needs.
 - 6.3.5 Equalities: policies relating to equality, race, gender and disability.
 - 6.3.6 Admissions♣: guidance on the school's arrangements for admitting students at secondary transfer and in-year.
 - 6.3.7 Safeguarding: policy on the arrangements for promoting the well-being of students.
 - 6.3.8 Grouping: policy relating to the organisation of students for learning.
 - 6.3.9 Uniform♣: policy relating to the uniform requirements for compulsory and non-compulsory students attending the school.

6.4 **School Policies and other information:** available on request from the school. A cost may be incurred for copying. Policies marked with '♠' are available to view/download on the school's website.

6.5

6.5.1 Published Inspection Reports[♠]: OfSTED's most recent judgement on the school's performance.

6.5.2 School dates and session times[♠].

6.5.3 Health and Safety: policy relating to the health and safety at work of employees (and others).

6.5.4 Complaints: the school's arrangements for dealing with complaints.

6.5.5 Examinations: arrangements for the testing of students via formal examinations.

6.5.6 Performance Management: procedures adopted by the Governing Body relating to the performance management of staff and the Head.

6.5.7 Staff Conduct: including arrangements relating to capabilities, discipline and grievance.

6.5.8 Standards of Financial Management: information relating to the secure financial management of the school's budget and assets.

7 Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Associate Head, Holland Park School, Airlie Gardens, Campden Hill Road, London, W8 7AF.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000, which deals with formal complaints. It can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; or

Enquiry/Information Line: 01625 545 700

Email: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

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