

LEAD: DAVID CHAPPELL ACADEMY HEAD

PUBLISHED	Website	✓	Pre-admission documentation		Student/Parent Planners	
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PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

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

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 have adopted the ICO's model publication scheme.

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

1. AIMS AND OBJECTIVES

Holland Park is a highly successful and over-subscribed comprehensive school in the heart of west central London. In 2012 it converted to an academy. Recognized as '*an outstanding school*' by OFSTED and praised in the Good Schools Guide.

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.

2. CATEGORIES OF INFORMATION PUBLISHED

2.1 The publication scheme guides you to information which we currently publish (or have recently published) or will publish in the future.

- 2.1.1 The School Prospectus – information published in the school prospectus.
- 2.1.2 Governors’ Documents - information published by the Governing Body.
- 2.1.3 Students and the Curriculum - policies relating to our students and the curriculum.
- 2.1.4 School Policies and other information – information relating to the school in general.

3. REQUESTING INFORMATION

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

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 wide range of information and provides guidance and advice on most issues relating to the school. We advise that you look here in the first instance and make use of the site’s search function to assist you. All statutory requirements are covered and relevant documents available for download, including the Academy’s Articles of Association and Funding Agreement.

We will seek to respond to your request promptly, and by the twentieth working day following the receipt of the request.

4. 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 or the cost of receiving the requested items before fulfilling your request.

5. THE ICO MODEL PUBLICATION SCHEME

5.1 Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 the authority 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

5.2 Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

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.

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

The authority 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 a public authority, information will be provided on a 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, a public authority 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.

5.4 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 the authority 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.

5.5 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.

6. COPYRIGHT

The copyright in the material listed in this Publication Scheme is owned by Holland Park School unless otherwise stated. The supply of documents under Freedom of Information does not give the person or organisation who receives them an automatic right to re-use the documents in a way that would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public.

Brief extracts of the material may be reproduced under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (sections 29 and 30) for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting.