FREEDOM OF INFORMATION PUBLICATION SCHEME including EXPLANATORY NOTE

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What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner's Office.

The scheme commits our School to:

- Proactively or routinely publish information which is held by us falling within the “Classes” below in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the School that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the School is the only owner

Classes of information

There are 7 classes of information we hold:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

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.

Making information available

We will aim to provide as much information as possible on our School website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we 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. We will arrange an appointment to view the information 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 we are legally required to translate any information, we will do so.

Our 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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the School 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 law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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 FOI Section 11B, or with other statutory powers of the school.

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. See Section 3 for our Schedule of Charges.

Written requests and contact

Information held by the School 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.

If you have a request for information, please contact the School at office@holwaypark.somerset.sch.uk or our Data Protection Officer dposchools@somerset.gov.uk

Who we are and what we do

Information to be published	How the information can be obtained	Cost
Address of School and contact details, including email address	On school website	Information freely available on website
Headteacher's contact details	On school website	Information freely available on website
Who's who in the school	On school website	Information freely available on website
Who's who on the governing board of governors and the selection criteria of their appointment	On school website	Information freely available on school website
Governing body's contact details	goverorsclerk@holwaypark.somerset.sch.uk	Information freely available
Instrument of Government/Articles of Association	goverorsclerk@holwaypark.somerset.sch.uk	Information freely available
School session times and term dates	On school website	Information freely available on website

What we spend and how we spend it

Information to be published	How the information can be obtained	Cost
Annual budget plan	e.g. on the school website	Information freely available on website
Capital funding	contact the school office or enquire via the school email address	POA
Details of expenditure items over £2000	contact the school office	POA
Details of any premiums we receive such as Pupil Premium	On the school website	Information freely available on website

What our priorities are and how we are doing

Information to be published	How the information can be obtained	Cost
School Development Priorities	On School website	Information freely available on website
Latest Ofsted report • Summary • Full report	on the school website	Information freely available on website
Pupil Premium Strategy	on the school website	Information freely available on website
Sports Premium Strategy	on the school website	Information freely available on website
Exam and assessment results	on the school website	Information freely available on website

How we make decisions

Information to be published	How the information can be obtained	Cost
Admissions policy	on the school website	Information freely available on website
Strategic Plan	on the school website	Information freely available on website
Business Contingency Plan	on the school website	Information freely available on website

Our policies and procedures

Information to be published	How the information can be obtained	Cost
School policies	on the school website	Information freely available on website
Safeguarding and child protection, including protecting children's personal data	on the school website	Information freely available on website
Special educational needs	on the school website	Information freely available on website
Data protection	contact the school office	POA

Lists and Registers- this does not include the attendance register.

Information to be published	How the information can be obtained	Cost
Curriculum Information- Letters-knowledge organisers	on the school website	Information freely available on website

The services we offer

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	on the school website	Information freely available on website
Out of school Clubs	on the school website	Information freely available on website
Our publications, leaflets, newsletters	on the school website	Information freely available on website