



Holway Park CP School & Autism Centre

FREEDOM OF INFORMATION PUBLICATION SCHEME

November 2025

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 schooloffice@holwaypark.somerset.sch.uk or our Data Protection Officer dposchools@somerset.gov.uk

Who we are and what we do

(Organisational information, structures, locations and contacts)

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Address of School and contact details, including email address.	From the school website	Information freely available on website
Headteacher's contact details	From the school website	Information freely available on website
Who's who in the school	From the school website	Information freely available on website
Who's who on the governing board of governors and the selection criteria of their appointment- eg parent governor	From the school website	Information freely available on school website
Governing body's contact details	From the school website	Information freely available on website
Instrument of Government/Articles of Association	Contact the Clerk to Governors from the school office	Information freely available on website
School session times and term dates	From 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 Strategic Plan and School Development Priorities	From the school website	Information freely available on website
School Pupil Premium and Sports Premium Strategies	From the school website	Information freely available on website
Statutory assessment results	From the school website	Information freely available on website
Latest Ofsted report <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	From 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	From the school website	Information freely available on website
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Vis the Clerk to Governors through the school office	POA

Our policies and procedures

Information to be published	How the information can be obtained	Cost
School policies and other documents, such as behaviour policy, anti- bullying policy, eSafety, values and ethos etc.	From the school website	Information freely available on website
Safeguarding and child protection, including protecting children's personal data	From the school website	Information freely available on website
Equality and diversity policies	From the school website	Information freely available on website
Special educational needs	From the school website	Information freely available on website

Lists and Registers

Information to be published	How the information can be obtained	Cost
Curriculum information	From the school	Information freely available on website
Any information the school is currently legally required to hold in publicly available registers	contact the school office or enquire via the school email address	POA

The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses
NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	From the school website	Information freely available on website
Services for which we are entitled to recover a fee, together with those fees	From the school website	Information freely available on website
Requests for paper copies of information	From the school office	Information freely available on website
Our publications, leaflets, books and newsletters	From the school website	Information freely available on website

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing (black & white)	Actual cost
	Photocopying/printing (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	If this is relevant to the request for information	In accordance with the relevant legislation (quote the actual statute)