



Holly Park School

Publication Scheme

WHAT IS A PUBLICATION SCHEME?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public.

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

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published.

The scheme commits our school to:

- Routinely publish information which is held by us falling within the “Classes” below (see section 2) 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

WHAT IS COVERED?

a) **Who we are and what we do.**

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

b) **What we spend and how we spend it.**

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

c) **What our priorities are and how we are doing**

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

d) **How we make decisions**

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

e) **Our policies and procedures**

- Current written protocols for delivering our functions and responsibilities.

f) Lists and registers

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

g) The services we offer

- Extra-curricular activities, advice and guidance, booklets and leaflets.

What is not covered

The following type of information is not generally included:

- 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 aim to make information available on the School's website. Where it is impracticable to make information available on the website or when an individual does not wish to access information through the website, the School will make it available by other means (see Section 6).

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 we are legally required to translate any information, we 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.

HOW TO REQUEST INFORMATION

Many of the documents are available on our website at www.hollyparkschool.co.uk

If you require a paper version of any documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below:

Email: office@hollypark.barnetmail.net

Tel: 020 8368 1434

Postal address: Holly Park School Bellevue Road Friern Barnet London N11 3HG

To help us process your request quickly, please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**' (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

CHARGES

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 the School's website are 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;
- costs directly incurred as a result of viewing information.

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 6 for current charging 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.

WRITTEN REQUESTS

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 (2000).

FEEDBACK AND COMPLAINTS

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about our publication scheme or if you require further assistance, please contact the school office. If you are not satisfied with the assistance you receive or if we have not been able to resolve your complaint via our Complaints Policy (available on the school's website or from the school office) and you feel that a formal complaint needs to be made, this should be addressed to the Information Commissioner's Office. This is the organization that ensure compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner

Wycliffe House, Water Lanes, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information line: 01625 545 700

E-mail: casework@ico.org.uk

Website: www.ico.org.uk

Monitoring

It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Finance & Premises Committee.

This policy will be reviewed every 2 years

Document Control

Revision History

Version	Revision Date	Revised By	Revision
I.0	Created Feb 2021	Ann Pelham	Written Draft
I.1	2021	Ratified by full governors	Draft reviewed and ratified
I.2		Govs Finance	Ratified and reviewed
I.3	Aut 2022	Govs F&P	Ratified and reviewed
I.4	Aut 2024	Govs F&P	Ratified and reviewed

Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		Dec 2024
Chair of Governors	Clare Hegarty		Dec 2024

Distribution

Shared with
<ul style="list-style-type: none">• Parents via Website• Governors via committee meetings

Date for next review
Autumn 2026

The Scheme

<p>Class 1 Who we are and what we do For example: Organisational information, staffing structures, locations and contacts. This will be current information only.</p>		
Information to be published	How to get a copy	Cost
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Website	Free
Contact details for the Head teacher and for the governing body	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
<p>Class 2 What we spend and how we spend it For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum</p>		
Information to be published	How to get a copy	Cost
Annual budget plan and financial statements	Hard copy	A charge per page plus P&P
Capitalised funding	Hard copy	A charge per page plus P&P
Additional funding	Hard copy	A charge per page plus P&P A charge per page plus P&P
Pay policy	Hard copy	A charge per page plus P&P
Governors' allowances	Hard copy	A charge per page plus P&P
<p>Class 3 What our priorities are and how we are doing</p>		

For example: Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum

Information to be published	How to get a copy	Cost
<i>School profile:</i> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report: <ul style="list-style-type: none"> – Summary – Full report 	Website	Free
Staff Appraisal policy and procedures adopted by the governing body.	Hard copy	A charge per page plus P&P
School Improvement Plan	Hard copy	A charge per page plus P&P

Class 4

How we make decisions

For example: Decision making processes and records of decisions. Current and previous three years as a minimum

Information to be published	How to get a copy	Cost
Admissions policy/decisions (not individual admission decisions)	Website	Free
Minutes of governing body meetings (as above) – this will exclude information that is properly regarded as private to the meetings. (PART 2 Minutes)	Website	Free

Class 5

Our policies and procedures

For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only

Information to be published	How to get a copy	Cost
<i>School policies including:</i> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Discipline and grievance policies • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Website	Free
<i>Pupil and curriculum policies, including:</i>	Website	Free

<ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex & Relationship education • Special educational needs • Accessibility • Collective worship • Behaviour 		
<i>Records management and personal data policies, including:</i> <ul style="list-style-type: none"> • Data Security security policies • GDPR (including information sharing policies) 	Website	Free
Class 6 Lists and Registers For example: Currently maintained lists and registers only		
Information to be published	How to get a copy	Cost
Asset register/Inventory	Hard copy	A charge per page plus P&P

Class 7 The services we offer For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only		
Information to be published	How to get a copy	Cost
Extra-curricular activities	Website	Free
Newsletters	Website	Free

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
"Disbursement" cost	Photocopying/printing @ whatever our current costs are per page at the time of enquiry	Actual cost per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class *

* The actual cost incurred by the school