

## **1. INTRODUCTION: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make 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; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form. Increasingly, information will be available for you on our website to download and print off.

Some information which we hold may not be made public, for example personal information.

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

## **2. AIMS AND OBJECTIVES**

At Holy Trinity we aim:

- To help children understand that they are uniquely created by God and that each one of them is valued equally, providing opportunities for pupils to move forward on their journey of faith, secure in the fact that they are valued and loved for who they are.
- To support each child in achieving their full potential by providing the best possible education, challenging each child in ways appropriate to their level of ability and need across the whole curriculum.
- To develop a spirit of enquiry in the children, as well as perseverance and a capacity to question, listen and discuss things reasonably with others and to work independently.
- To have a positive impact on our community – locally, nationally and internationally.

## **3. CATEGORIES OF INFORMATION PUBLISHED**

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

The classes of information that we undertake to make available are

- **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 where disclosure is prevented by law, or exempt under the FOIA, or is otherwise 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.

To view our publication scheme please click [here](#)

#### **4. HOW TO REQUEST INFORMATION**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below. Some documents are available from our website at [www.holytrinity.merton.sch.uk](http://www.holytrinity.merton.sch.uk)

**Email:** [headteacher@holytrinity.merton.sch.uk](mailto:headteacher@holytrinity.merton.sch.uk)

**Tel:** 020 8542 1591

**Postal Address:**

Holy Trinity Primary School  
Effra Road  
Wimbledon  
London  
SW19 8PW

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.

Some information might be confidential or otherwise exempt from the publication by law therefore, we cannot publish this information.

## **5. PAYING FOR INFORMATION**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or if your request is for a priced item such as a printed publication or video we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated in our publication scheme.

## **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 Headteacher, at the address above.

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 and that deals with formal complaints. They can be contacted at:

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

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publications@icfoi.demon.co.uk](mailto:publications@icfoi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**