



Publication Scheme and Freedom of Information 2025-26

Publication Scheme and Freedom of Information

Information available under the Freedom of Information Act 2000

1. Introduction

The Freedom of Information Act 2000 ("FOIA") requires that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. This publication scheme ("the Scheme") has been set up in order to fulfil this obligation.

We are required to set 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 Scheme is available in paper form. Some information which we hold may not be made public, for example personal information. This Scheme conforms to the model scheme for schools approved by the Information Commissioner. The Governing Body is responsible for maintenance of this scheme.

2. Categories of information published

Information available under this Scheme is split into categories of information known as 'classes' as follows:

- School Prospectus and Website – information published in the school prospectus and/or website - Pupils and curriculum available in printed format and/or Website information and policies that relate to students and the school curriculum, including Governors' documents.
- Governors' Documents – information published in the Governors Annual Report and in other governing body documents.
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to the school - information about policies that relate to the school in general. **School Policies and other information related to the school – information and policies that relate to the school in general, including Governors' documents.**

3. Information currently published in each class

Class	Description/document
School Prospectus and/or Website	The statutory content of the school prospectus is as follows, (other items may be included in the prospectus at the school's discretion): • the name, address and telephone number of the schools and the type of school • the names of the Head Teacher and Chair of Governors • information on the school policy on admissions • a statement of the school's ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils • information about the school's policy on providing for pupils with special educational needs • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents or carers

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Class	Description/Document
Pupils and curriculum	The information published relating to pupils and curriculum includes the following: Collective Worship Policy EYFS Policy Sex Education Policy (PSHE including Sex & Relationships Policy)
School policies and other information related to the school	SEN Policy (joint Policy or Offer) Admissions Policy Discipline and Behaviour Policies (including Anti-Bullying & Exclusion) Safeguarding and Child Protection Policy
Available in Printed Format and/or Website	School session times and term dates Accessibility Policy Equality and Diversity Policy Charging Policy Data Protection Policy Freedom of information Scheme Allegations And Abuse Policy Central Record of Recruitment and Vetting Register of Business Interests Performance Management Policy Review of Staffing Structure Document Staff Discipline, Conduct and Grievance Procedures Whistle Blowing Policy Complaints Procedure Governor's Allowances Scheme Instrument of Government Minutes of meetings of the Governing Body and papers considered H&S Policy Teachers' Pay Policy Relevant OFSTED Reports HR Policies

4. How To Request Information

The school will only accept a request for information which meets all of the following criteria. It is:

- in writing
- stating the name of the applicant and an address for correspondence
- describing the information requested

A request will be treated as made in writing if it meets all of the following requirements:

- transmitted by electronic means
- receivable in legible form
- capable of being used for subsequent reference provided that the request complies with the above, the school will respond, no later than 20 school days from receipt of the request.

A majority of the documents in the Scheme are available to view on the schools' website

www.honeywellschools.org

If you require a paper copy of any of the documents within the Scheme, please contact the school by telephone, email or letter. Please give 48 hours notice. Contact details are set out below

Email: office@honeywell.wandsworth.sch.uk

Tel: **0207 228 6811**

Contact Address: **Honeywell Schools, Honeywell Road, London SW11 6EF**

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To help us process your request quickly, please clearly 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 to ask if we have it.

5. The Appropriate Limit

The school will not comply with any freedom of information request that exceeds the statutorily imposed appropriate limit of £450. When determining whether the cost of complying with a freedom of information request is within the appropriate limit, the school will take account only of the costs we reasonably expect to incur in relation to:

- Determining whether it holds the information.
- Locating the information, or a document which may contain the information.
- Retrieving the information, or a document which may contain the information.
- Extracting the information from a document containing it.
- Costs related to the time spent by any person undertaking any of the activities outlined in section of this policy on behalf of the school, are to be estimated at a rate of £25 per person per hour. Where multiple requests for information are made to the school within 60 consecutive working days of each other, either by a single person or by different persons who appear to be acting in concert, the estimated cost of complying with any of the requests is to be taken to be the total costs to the school of complying with all of them.

6. Paying For Information

Material which is published and accessed on our website will be provided free of charge. Charges may be made for actual disbursements incurred such as:

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

Where the cost of postage, printing or photocopying is below £10, we will not make any charge. Where it is over £10, the first £10 will be free of charge. After that, we will charge the full estimated cost of postage and copying. Before we produce the information we will tell you how much it will cost. If you decide to refine the request so it reduces the cost of, say, copying we are happy to discuss that with you. Payment may be requested prior to provision of the information.

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 Scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Head Teacher of the respective schools.

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

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

Or

Enquiry/Information Line: 0303 123 1113

Adopted by FGB on 9th December 2025

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Email: <https://ico.org.uk/>
Website: www.informationcommissioner.gov.uk