



<p style="text-align: center;">HLC Publication Scheme Information available under the Freedom of Information Act 2000 February 2015</p>

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 have produced 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 and/or on our website.

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 and outlines our response to the FOIA and the framework we use for managing requests. Under the Act any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information, to receive a copy, subject to certain exemptions.

2. 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'.

The classes of information that we undertake to make available are organised into four broad topic areas:

- School information – statutory information is published on the schools' website www.hadleylearningcommunity.org.uk

- Governors' Documents – information published in the Governors Annual Report on the HLC website and in other governing body documents on our Learning Gateway
- Students and Curriculum – information about policies that relate to students and the school curriculum.
- School Policies and other information related to the school - information about policies that relate to the school in general.

Personal information is exempt under the FOIA as such information is covered by the Data Protection Act (DPA). Individuals must therefore make a “subject access request” under the DPA if they wish to access such information.

3. How to request information

Information not made available through the Publication Scheme will be accessible through a specific request for information.

The FOIA establishes two related rights:-

- The right to be told whether information exists
- The right to receive the information (subject to exemptions).

These rights can be exercised by anyone.

Any request must be made in writing or by e mail to The Principal using the contact details below marked for the attention of The Principal.

The school will respond to any request within 20 working days although further reasonable details can be requested in order to identify and locate the information. If a fee is required the period of 20 working days can be extended until the fee is paid

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.

Email: hlcadmin@taw.org.uk

Tel: 01952 387000

Fax: 01952 387007

Contact Address: The Principal, Hadley Learning Community, Waterloo Road, Hadley, Telford. TF1 5NU

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, you can still contact the school to ask if we have it.

4. Time limit

We will respond to a FOIA request within the legally prescribed 20 days, excluding school holidays. If a qualified exemption applies to the request we will reply within 20 days to state that an exemption applies and estimating a date by which the public interest test will be.

5. Charging

There will be a small charge to cover the costs of photocopying.

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 then initially this should be addressed to The Principal.

Appeals Process

If an individual is unhappy with the response then they have the right to appeal that request, within 20 days to the Chair of Governors at Hadley Learning Community. HLC will then follow its complaints procedure which is published on our website www.hadleylearningcommunity.org.uk.

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

Telephone 03031231113

Gill Eatough
Principal HLC

Policy Reviewed and approved by Governors – February 2015