CITY OF LONDON
PRIMARY ACADEMY
ISLINGTON

COLPAI Freedom of Information Publication Scheme

Responsibility:	Head Teacher/Governing Body
Updated:	September 2026
Approved by Board:	September 2026
Next Review Date:	September 2028

INTRODUCTION

With this publication scheme COLPAI commits itself to making information available to the public as part of our normal activities in line with the Freedom of Information Act 2000. The scheme commits us:

- To proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which we hold and which falls within the classifications below.
- To specify the information which we hold and which falls within the classifications below.
- To proactively publish, or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information we make available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

CLASSES OF INFORMATION

The information covered by this Scheme is listed in Appendix 1. The above classes of information do not include:

- Information the disclosure of which is prevented by law, is 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.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

Where we can, we will provide the information on our website. Where it is impracticable to make information available there or when an individual does not wish to access the information by the website, Annex A indicates how the information can be obtained by other means.

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.

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME
The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Any fees which we charge for routinely published material will be justified, transparent and kept to a minimum. Parents should provide details of specific information that they ae looking for so that the search may be narrowed. This will streamline the process and avoid any unnecessary charges for the request.

Material published and accessed on our website will be provided free of charge. However, charges may be made for information subject to a charging regime specified by Parliament. We may also make charges for actual costs we incur such as:

- Photocopying of hard copies;
- Staff time;
- Postage and packaging of hard copies; and
- The costs directly incurred as a result of viewing 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.

If a charge is to be made, we will confirm the payment due before the information is provided. We may request payment prior to provision of the information.

WRITTEN REQUESTS
Any information we hold that is not published under this scheme can be requested in writing, its provision will be considered in accordance with the provisions of the Freedom of Information Act.

CONTACT DETAILS:
For more information please contact: Kim Clapham (Head teacher) or Alistair Richardson (Chair of Governors)
They may be contacted via the school office: office@islingtonprimary.cola.org.uk
To access the school's website please visit www.colpai.org.uk