



SPRINGWELL COMMUNITY COLLEGE

# Publication Scheme Freedom of Information 2016

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<b>COMMITTEE</b>	Resources	<b>AUTHOR</b>	C Gilbert

The Governing Body is responsible for maintenance of this scheme.

## **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 colleges, 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 either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information which is held in accordance with the requirements of the Data Protection Act.

This publication scheme conforms to the model scheme for colleges approved by the Information Commissioner (V3).

Schools are not expected to routinely publish all information; for example, where they do not hold it or where it is publicly available elsewhere or is exempt. We list such circumstances below.

We would expect schools to make the information in this definition document available unless:

- They do not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- The information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or
- It would be impractical or resource-intensive to prepare the material for routine

If the information is only held by another public authority, the school should provide details of where to obtain it.

## **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'. These are contained in section 5 of this scheme.

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

- **Who we are and what we do**  
Organisational information, structures, locations and contacts
- **What we spend and how we spend it**  
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- **What our priorities are and how we are doing**  
Strategies and plans, performance indicators, audits, inspections and reviews.
- **How we make decisions**  
Decision-making processes and records of decisions
- **Our policies and procedures**  
Current written protocols, policies and procedures for delivering our services and responsibilities.
- **Lists and registers**

### 3 How to request information

If you require a paper version of any of the documents within the scheme, please contact the college by telephone, e-mail, fax or letter. Contact details are set out below (or visit our website at [www.springwellcc.org](http://www.springwellcc.org))

E-mail: enquiries at [springwellcc.org](mailto:enquiries@springwellcc.org)  
 Tel: 01246 473873  
 Fax: 01246 281899  
 Contact Address: Middlecroft Road, Staveley, Chesterfield

To help us process you 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 college to ask if we have it.

### 4 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 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 is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

### 5 Classes of Information Currently Published

Class	Description
<b>Who we are and what we do</b>	<b>Organisational information, structures, locations and contacts</b>
	<p>Instrument of Government / Articles of Association            The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. Academies and Free Schools have Articles of Association instead.</p> <ul style="list-style-type: none"> <li>• The name of the college</li> <li>• The category of the college</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitlement to appoint any category of governor</li> <li>• Details of any trust</li> <li>• The date the instrument takes effect.</li> </ul>

	<p><b>College prospectus and curriculum</b> The contents of the college prospectus Once a prospectus has been published and made available to parents, access is available to anyone.</p> <p><b>Governing Body</b> The names of the governors should be available and the basis on which they have been appointed, along with details of how to contact them via the college.</p> <p><b>College session times and term dates</b> Details of college session times and dates of college terms and holidays.</p> <p><b>Location and contact information</b> The address, telephone number, email address and website for the college together with the names of key personnel.</p>
Class	Description
What we spend and how we spend it	<b>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.</b>
	<p>The minimum we would expect is that financial information for the current previous two financial years should be available.</p> <ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b> Details of sources of funding and income provided to the college by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the college’s annual income and expenditure returns.</li> <li>• <b>Capital funding</b> Information on major plans for capital expenditure. Details of the capital funding allocated to or by the college together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.</li> <li>• <b>Financial audit reports</b></li> <li>• <b>Procurement and contracts</b> Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</li> <li>• <b>Pay Policy</b> The statement of the college’s policy and procedures regarding teachers’ pay.</li> <li>• <b>Staff allowances and expenses</b> Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the college’s policies, practices and procedures and must at least include travel, subsistence and accommodation. For the purpose of this document, ‘senior staff’ means staff on the Senior Management or Leadership Team or equivalent level, or above, whose basic annual salary is at least £60,000 per annum.</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff pay and grading structures The names and positions of all staff of the college, and how they may be contacted via the college. This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.</li> <li>• Governors' allowances Details of allowances and expenses that can be incurred or claimed and a record of total payments made to individual governors.</li> </ul>
<b>Class</b>	<b>Description</b>
<b>What our priorities are and how we are doing</b>	<b>Strategies and plans, performance indicators, audits, inspections and reviews.</b>
	<p>The minimum we would expect in this class is current information.</p> <p>Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the college's planned or actual performance should normally be included. If the information is readily and publicly available via an external website, the college may instead provide a direct link to that, as stated on page one of this document.</p> <ul style="list-style-type: none"> <li>• <b>Performance data supplied to the government</b></li> <li>• <b>Latest Ofsted report</b> The college should provide a link to its report on the Ofsted website.</li> <li>• <b>Post-Ofsted inspection action plan</b> A plan setting out the actions required following the last Ofsted inspection.</li> <li>• <b>Performance management information</b> Performance management policy and procedures adopted by the governing body.</li> <li>• <b>The college's future plans</b> Any major proposals for the future of the college involving, for example, consultation on a change in college status.</li> <li>• <b>Safeguarding and child protection</b> The policies and procedures that are in place to ensure that the college exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.</li> </ul>

How we make decisions	Decision making processes and records of decisions
	<p>We would expect information in this class to be available at least for the current and previous three years.</p> <ul style="list-style-type: none"> <li>• <b>Admissions policy / decisions</b> The college’s admission arrangements and procedures, together with information about right of appeal. We would not expect individual admission decisions to be published, but we would expect information on application numbers/patterns of successful applicants (including criteria on which applications were successful) to be published if this information is held by the college. If the college is not its own admissions authority, it should provide an appropriate link to the local authority.</li> <li>• <b>Minutes of meetings of the governing body and its committees</b> Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.</li> </ul>
Class	Description
Our policies and procedures	Current written protocols, policies and procedures for delivering our services and responsibilities.
	<p>We would expect information in this class to be current only.</p> <ul style="list-style-type: none"> <li>• <b>College Policies and other documents</b> These must include as a minimum, policies, procedures and documents that the college is required to have by statute or by its funding agreement or equivalent. We would expect this information to include the required policies listed on the Department for Education’s website. It will also include policies and procedures for handling information requests.</li> <li>• <b>Home – College agreement</b> Statement of the college’s aims and values, the college’s responsibilities, the parental responsibilities and the college’s expectations of its students for example homework arrangements</li> <li>• <b>Curriculum Policy</b> Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the college</li> <li>• <b>Sex Education Policy</b> Statement of policy with regard to sex and relationship education</li> <li>• <b>Special Education Needs Policy</b> Information about the college’s policy on providing for students with special educational needs</li> <li>• <b>Accessibility Plans</b> Plan for increasing participation of disabled students in the college’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Race Equality Policy</b> Statement of policy for promoting race equality</li> <li>• <b>Students Discipline</b> Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying</li> <li>• <b>Collective Worship</b> Statement of arrangements for the required daily act of collective worship</li> <li>• <b>Careers Education Policy</b> Statement of the programmes of careers education provided for Key Stage 4</li> <li>• <b>Child Protection Policy</b> Statement of policy for safeguarding and promoting welfare of students at the college(from March 2004)</li> <li>• <b>Charging and Remissions Policies</b> A statement of the college’s policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example.</li> </ul>
<b>Lists and Registers</b>	
	<p>We expect this to be information in currently maintained lists and registers only.</p> <ul style="list-style-type: none"> <li>• <b>Curriculum circulars and statutory instruments</b> Statutory instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher / Governing Body concerning the curriculum.</li> <li>• <b>Disclosure logs</b> If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.</li> <li>• <b>Asset register</b> We would expect some information from capital asset registers to be available, if such registers are held.</li> <li>• <b>Any information the college is currently legally required to hold publicly available registers.</b></li> </ul>

## 6 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.

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**

or

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

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

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