



Feversham College Freedom of Information Policy

Purpose of this statement	To outline the College's Freedom of Information procedures and policy regarding Information held in college and information for publication.
Last Reviewed	October 2014
Next Review	December 2016
Contact	The Headteacher

➤ **Aims of Policy**

To outline College policy regarding handling of information. This policy covers information already published and information which is to be published in the future. All information in our range of publications- known as our 'publication scheme' and policy is available on request. Some information which we hold may not be made public, for example personal information.

➤ **Policy Statement**

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

This scheme sets out:

Key Responsibilities;

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.

➤ **Responsibilities**

It is the responsibility of the Headteacher and Directors to ensure this information is produced and made available on request or published (according to the nature of the information).

- 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.

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

- College Prospectus – *information published in the college prospectus.*

- Directors Documents – *information published in the Directors Annual Report and in other Directors documents.*
- Pupils & Curriculum – *information about policies that relate to pupils and the college curriculum.*
- College Policies and other information related to the college - *information about policies that relate to the college in general.*

➤ **How to request information**

The Privacy Notice – Data Protection Act 1998 is on the college website if you require a paper version of any of the documents within the scheme, please contact the college by telephone, email, fax or letter.

If the information you are looking for is not available via the website you can still contact the college to ask if we have it.

➤ **Paying for information**

Single copies of information covered by this publication are provided free unless stated otherwise. 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.

➤ **Classes of Information Currently Published**

College Prospectus – this section sets out information published in the college prospectus.

Class	Description
College Prospectus/ Website	<p>The statutory contents of the college prospectus are as follows; (other items may be included in the prospectus at the college’s discretion):</p> <ul style="list-style-type: none"> • the name, address and telephone number of the college, and the type of college • the names of the head teacher and chair of Directors • information on the college policy on admissions • a statement of the college's ethos and values • details of any affiliations with a particular religion or religious denomination • information about the college's policy on providing for pupils with special educational needs • National Curriculum assessment results for appropriate Key Stages, with national summary figures • Key Stage 4 results • Key Stage 5 results • the destinations of college leavers¹ • the arrangements for visits to the college by prospective parents • the number of places for pupils of normal age of entry in the preceding college year

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Instrument of Government	The name of the college The category of the college The name of the Directors The manner in which the Board of Directors is constituted The term of office of each category of Director if less than 4 years The name of any body entitled to appoint any category of Director Details of any trust If the college has a religious character, a description of the ethos The date the instrument takes effect
Minutes ² of meetings of the Directors and its committees	Agreed minutes of meetings of the Directors and its committees <i>[current and last full academic college year]</i>

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the college curriculum.

Class	Description
Home – College agreement	Statement of the college’s aims and values, the college’s responsibilities, the parental responsibilities and the college’s expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the college
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the college's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the college’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection/ Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the college.
Pupil Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

² Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

College Policies and other information related to the college - This section gives access to information about policies that relate to the college in general.

Class	Description
Published reports of Ofsted referring expressly to the college	Published report of the last inspection of the college and the summary of the report and where appropriate inspection reports of religious education in those colleges designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the college is designated as having a religious character
Charging and Remissions Policies	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 college publications, trips
College session times and term dates	Details of college session and dates of college terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of college staff and procedures by which staff may seek redress for grievance

➤ **Feedback and Complaints**

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 require any other assistance with information please contact College and we will endeavour to provide the information for you, providing the information is not confidential in nature.

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. Website : www.informationcommissioner.gov.uk

Named Director:	A J Haider
Monitoring of the Policy:	The Headteacher
Reporting to:	The Board of Directors