

# Exmouth Community College



## Exmouth Community College Freedom of Information: Publication Scheme

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<b>Policy Details</b>	<b>Date</b>
Policy Written	Graham Allen and Richard Childs
Policy Reviewed by	Human Resources Committee
Policy ratified by governors	11.10.16
Review Cycle	Annually
Policy Review date	Spring 1 2017

# Exmouth Community College Freedom of Information: Publication Scheme

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For the purposes of this document "The College" means Exmouth Community College

The governing body is responsible for maintenance of this scheme, which was approved 2016.

## 1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Exmouth Community College to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the College.

The scheme commits Exmouth Community College:

- To publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the College and falls within the classifications below.
- To specify the information which is held by the College and falls within the classifications below.
- To 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 the College makes 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.

## 2. Classes of information

### 2.1 To Publish: who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance. See website

### 2.2 To make available on request: what we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. See website

### 2.3 What our priorities are and how we are doing.

To make available *when requested so to do*: Strategy and performance information, plans, assessments,

To publish: public/ official inspections and reviews.

### 2.4 To make available on request: how we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### 2.5 To Publish: our public policies and procedures.

Current written protocols for delivering our functions and responsibilities.

### 2.6 To make available to appropriate parties within the law: Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the government/ local authority/funding authority.

## **2.7 To publish: the services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

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

## **3 The method by which information published under this scheme will be made available**

Where it is within the capability of the College, information will be provided on our website. Where it is impracticable or inappropriate to make information available on a website or when an individual does not wish to access the information by the website, we will provide the information by some other means.

In exceptional circumstances some information may be available only by viewing in person. Where this is applicable-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.

## **4. Charges which may be made for information published under this scheme See Appendix 2**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the College for routinely published material will be justified and transparent and kept to a minimum.

Material which we publish and distribute in print or that can be accessed on our websites will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying / printing
- additional clerical hours
- postage and packaging
- 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. Payment will be requested prior to provision of the information. Confirmation of payment will be given upon receipt of payment and the information will subsequently be supplied.

## **5. Written requests**

Information held by the College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## 6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at:- [www.exmouthcollege.devon.sch.uk](http://www.exmouthcollege.devon.sch.uk)

Email: [graham.allen@exmouthcollege.devon.sch.uk](mailto:graham.allen@exmouthcollege.devon.sch.uk)

Contact Address: Mr G Allen, Exmouth Community College, Gipsy Lane, Exmouth, Devon. ES8 3AF

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 and isn’t on our website, you can still contact the school to ask if we have it.

**Note:** This publication scheme has been prepared against a model approved by the Information Commissioner.

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

### Classes of Information Currently Published :

This section sets out information published or available See also the Freedom of Information Publication Scheme Document

#### **PLEASE REFER TO FREEDOM OF INFORMATION PUBLICATION SCHEME OVERLEAF FOR DETAILS OF ALL INFORMATION AVAILABLE AND WHERE IT MAY BE OBTAINED**

**School Prospectus definition;** our prospectus includes the following documents in print and electronically published:-

Main Prospectus  
College Guide  
Homework Diary  
College Website

Other information as outlined above and in the Freedom of Information Publication Scheme document

Some but not all of this information is available on our website: our website is at [www.exmouthcollege.devon.sch.uk](http://www.exmouthcollege.devon.sch.uk)

**Exmouth Community College Freedom of Information:**

**Compliance with the Publication Scheme**

<b>Information</b>	<b>Where Information can be obtained</b>	<b>Charge if applicable See CHARGES</b>
Who we are and what we do Organisational information, structures, locations and contacts.	<i>Website: Information/Key Information College Guide Prospectus</i>	
Academy Funding Agreement	<i>Website Key Information Governors</i>	
Academy Order	<i>Finance Director ECC</i>	
School Staff and Structure	<i>College HR Dept</i>	
Key Personnel	<i>Website: Contacts</i>	
Governing Body: name, biographies, committees, attendance	<i>Website: Governors</i>	
School Session Times, Term Dates and Holidays	<i>Website: Student/staff Term dates College Guide Staff: full College calendar</i>	
Location	<i>Website: Contact Us/Maps/Location</i>	
Contacts for Principal and Governors	<i>Website: Contact Us</i>	
School Prospectus	<i>Website: Prospectus Publications Office Reception Desks Key Stage Offices</i>	
GCSE Results	<i>Website: Information: link to DfE Key Information Exam Results Data Officer at College</i>	
<b>What we spend and how we spend it</b>		
Projected and actual Income and Expenditure. Procurement Contracts Financial Audit	<i>Director of Finance at the College Website: Governors: Accounts</i>	<i>Charge may be applicable</i>
Annual Budget Plan and financial Statements	<i>Director of Finance at the College</i>	<i>Charge may be applicable</i>
Capital funding- details of capital funding allocated to the College plus information related to building projects and other capital projects	<i>Director of Finance at the College</i>	<i>Charge may be applicable</i>
Additional Funding- income generation schemes and other sources of funding	<i>Director of Finance at the College</i>	<i>Charge may be applicable</i>
Procurement Contracts- details of procedures used for the acquisition of goods and services. Details of contracts that have gone through formal tendering procedure	<i>Director of Finance at the College</i>	<i>Charge may be applicable</i>
Staffing and Grading Structure	<i>HR Office at the College</i>	<i>Charge may be applicable</i>
Pay Policy- a statement of the Academy's Policy on procedures regarding Teachers pay	<i>HR Office at the College</i>	<i>Charge may be applicable</i>

Governors Allowances: details of allowances and expenses claimed/incurred	<i>Clerk to the Governors Finance Officer</i>	<i>Charge may be applicable</i>
<b>What our priorities are and how we are doing</b>		
Strategies/Plans/Performance Indicators/Audits/Inspections/Reviews	<i>Deputy Principal at the College Website: Information/Key Information Home page Recent News Pupil Premium/Literacy &amp; Numeracy Premium Exam Results Kirkland Rowland Parent Survey: available from Principal's P.A School Development Plan/s</i>	
School Profile/Government Data on College/ OFSTED Report most recent	<i>Website: Information Key Information</i>	
Appraisal data	<i>HR Office: Assistant Principal HR</i>	<i>Charge may be applicable</i>
Academy's Future plans: major proposals on Safeguarding and child welfare	<i>Deputy Principal: Pastoral</i>	
Safeguarding/Child welfare: Policies and Procedures	<i>Website: Key Information Public Policies College Guide <b>Lead Safeguarding Officer</b></i>	
<b>How we make decisions</b>		
Decision Making Process and Records Of Decisions: last 3 years must be available	<i>Principal: Principal's PA Deputy Principals Clerk to Governors</i>	
Admissions Policy Appeal Arrangements	<i>Website: Key Information Public Policies</i>	
Numbers of Applicants/ Successful applicants by each oversubscription criteria	<i>SIMs Office at College</i>	
Governing Body Meeting Agendas, and papers(excluding that which is considered private)	<i>Clerk to the Governors</i>	
Governing Body Meetings dates and Minutes (Excluding that which is considered private)	<i>Clerk to Governors Website: Full College calendar: meetings Minutes: Governors pages</i>	
<b>Our Policies and Procedures:</b> written protocols, policies and procedures for delivering our services and responsibilities		
Able, Gifted and Talented Policy Acceptable Behaviour Policy: Staff Admission Arrangements 2015-16 Admissions Policy 2016 - 17 Admissions Policy 2017-18 Anti Bullying Policy Appropriate and Inappropriate Material Policy		

<p>Assessment Policy: whole college  Attendance Policy(Students)  Behaviour &amp; Rewards Policy: students  CCTV Policy  Citizenship Policy  Charges and Remissions Policy  Children in Care  Community Cohesion Policy  Collective Worship &amp; Assemblies Policy  Complaints Policy  DBS Disclosure Policy  Detention Policy  Determined Admission Arrangements for 2014/15  Disabled Employees Policy  Disability Equality Scheme  Drugs Incident Management Policy  Drugs Policy (Students)  Equality Policy  Exmouth Travel Plan 2014  Examinations, Resits and Appeals Procedures  Fire Safety &amp; Evacuation Manual Lettings  Fire Safety &amp; Evacuation Manual visitors  Freedom of Information Data Storing  Freedom of Information: Publication Scheme  Health &amp; Safety Policy: Academy  Homework Policy  Malpractice Policy  Lettings Policy  Mobile Phone Policy  Management of Outdoor Education Policy  Premises Management  Preventing Radicalisation  Public Sector Equality Duty  Pupil Premium Policy  Religious Education Policy  Race Equality Policy  Rewards and Behaviour: students  Safeguarding Policy  School_Travel_Plan  Sex and Relationships  S.E.N.D &amp; Disability Policy  Work Experience</p>	<p><i>Website  Key Information/Public  Policies</i></p> <p><i>Website  Key Information/Public  Policies</i></p>	
Staff Conduct Policy	<i>HR Office</i>	
Pay Policy	<i>HR Office</i>	
Staffing Structure Implementation Plan	<i>HR Office</i>	
Staff Recruitment Policies	<i>HR Office</i>	
Information Request Handling	<p><i>Publications Office  ECC Publications Scheme  Website:  Public Policies/Freedom of  Information Publication  Scheme</i></p>	
Home School Agreement	<p><i>Website:  College Guide/Triangle of  Partnership</i></p>	
Curriculum	<p><i>Website:  College Guide/KS3 &amp; KS4  Prospectus  Post 16 Prospectus  Deputy Principal: Curriculum  School Development Plan</i></p>	

Sex Education	Website: Public Policies/Sex and Relationships Teacher i/c pastoral care programme Deputy Principal Curriculum	
SEND	Website: College Guide/SEND Public Policies/ SEND & Disability Policy SENDCO	
Accessibility	Website: Public Policies Site Manager	
Race Equality	Website: Public Policies/Race Equality Policy	
Collective Worship	Website: Public Policies/Collective Worship Policy	
Careers Education	Website: Careers College Guide/Careers Careers Office	
Pupil Discipline	Appropriate Senior Staff HOY Website: Public Policies: Behaviour and Rewards Policy	
Records management and personal Data policies	Website: Public Policies/DBS Disclosure Policy Upon request from Data Office	
Information Security	Website: Freedom of Information and Data Storing Policy Staff Handbook Deputy Principal	
Records Retention	HR Office Assistant Principal HR Data Officer Clerical Team Leader	
Destruction and Archive Policies	TO BE REVIEWED	
Data Protection Policies	Website: Freedom of Information and Data Storing Policy	
<b>Equality and diversity</b>		
Policies/schemes/statements/guidelines regarding equal Opportunities	Website: Public Policies: Able, Gifted and Talented Policy Disability Equality Scheme Equality Policy Public Sector Equality Duty Race Equality Policy Deputy Principal: curriculum	



Policies and procedures for the recruitment of staff	<i>HR Office</i>	
Details of vacancies	<i>Website: Information/Vacancies HR Office Press</i>	
<b>Charging regimes and policies</b>		
Charging regimes: statutory. Cost to be recovered. Circumstances for charging etc Basis on which charges are made and how calculated	<i>Website: Information/Key Information/Public Policies: Charges and Remissions Policy</i>	
<b>Lists and Registers</b>		
Currently Maintained Lists and Registers	<i>Contact Principal's P.A</i>	<i>There may be a charge and some documents may be available to view only and not copy</i>
Curriculum Circulars and Statutory Instruments	<i>Deputy Principal Curriculum</i>	
Disclosure Logs	<i>Finance Office HR Office Governors: Website/Governors</i>	
Asset Register	<i>Director of Resources</i>	
Other required Information	<i>Apply in writing to the Principal's PA.</i>	
<i>SEE BELOW FOR NOTES ON THE ABOVE</i>		

## FURTHER EXPLANATORY NOTES

### Instrument of Government

The Articles of Association is the document which records the name and category of the school and the name and constitution of its governing board. **Website: Governance**

### College prospectus

The statutory contents of the school prospectus, as follows: information about the implementation of the governing board's policy on students with special educational/disability needs (SEND). **Website: Public policies**

- a description of the policies relating to disabled students, including facilities to improve access and the accessibility plan. **Website: Public policies**

Once the prospectus (main and Post 16) has been published and made available to parents, access to it is available to anyone.

### Board of Governors

The names, and contact details of the governors should be available and the basis on which they have been appointed. **Website/governance**

### School session times and term dates

Details of school session times and dates of school terms and holidays. **College Guide in print and website**

### Location and contact information

The address, telephone number and website for the school together with the names of key personnel. **College Guide in print and website**

What we spend and how we spend it.

**Director of Finance is first contact for:**

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. The minimum we would expect is that financial information for the current and previous two financial years should be available

- **Annual budget plan and financial statements**  
Details of the Individual College Budget and the school's annual income and expenditure returns.
- **Capital funding**  
Details of the capital funding allocated to the College together with information on related building projects and other capital projects.
- **Additional funding**  
Income generation schemes and other sources of funding including private sponsors
- **Procurement and contracts**  
Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.
- **Pay policy**  
The statement of the College policy and procedures regarding teachers' pay.

Staffing and grading structure **Human Resources**

Governors' allowances

Details of allowances and expenses that can be claimed. **Clerk to Governors**

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews: current information.

(Profile of) College information

Government-supplied performance data **SLT Assessment**

Summary of/full latest Ofsted report\* **Web link/ prospectus**

Successes during the year; efforts to meet the individual needs of every child; pupil's health, safety and support; and links with parents and the community - **Available on website, prospectus and/or SEF and School Development Plan**

Post-Ofsted action plan and areas of improvement/to improve (if required)

**Principal /Deputy Principal / Internal SEF and School Development Plan**

**Performance management information**

Performance management policy and procedures adopted by the governing body.

**Human Resources SLT**

## Schools future plans

Any major proposals for the future of the school involving, for example, consultation or a change in school status. **Principal/Governing Board/ SEF and School Development Plan**

## Every Child Matters / child protection

The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State. **Pastoral SLT**

## How we make decisions

Decision-making processes and records of decisions for the current and previous three years.

## Admissions policy / decisions

The College admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school. **Policy on website/admissions team**

## Minutes of meetings of the Full Governing body

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. **Minutes published on website**

## Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

## College policies

This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests. **Website/staff handbook.**

## Student and Curriculum policies

This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education (Key Stage 4 pupils) and student discipline. **Deputy, Curriculum**

## Equality and diversity

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities. **website**

## Policies and procedures for the recruitment of staff

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available. **website Policies from HR**

## Charging regimes and policies

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated. **Website: policy see below**

## Lists and registers

We expect this to be information in currently maintained list and registers only.  
Curriculum circulars and statutory instruments

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum. **Clerk to Governors/Principal's PA.**

**Disclosure logs H Miles and designated teachers**

## Asset register *Finance Office*

Any information the school is currently legally required to hold in publicly available registers *Clerk to Governors/Principal's PA.*

The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

Extra-curricular activities *Youth Office/website/Youth Activities Programme*

Out of school clubs *as above*

School publications Leaflets, booklets and newsletters *Publications Office & website*

Services for which the school is entitled to recover a fee, together with those fees *Finance Office*

## CHARGES

These are the charges made by Exmouth Community College for copies of documents and other information under the Freedom of information and Data Protection (Appropriate Limit and Fees) Regulations 2004

- **Website:** access to the website is free of charge unless otherwise specified.
- **Email & attachments:** free of charge unless otherwise specified.
- **Website printouts:** printouts from the school website or external websites are not provided.
- **Copies by post of information:**
  - Photocopies:
    - A minimum charge of £1 for up to 10 pages A4
    - A minimum charge of £1.20 for up to 6 pages A3
  - Further pages are charged at:
    - A4 pages at 10p per page (single sided)
    - A3 pages at 20p per page (single sided)
    - A2 pages at £1 per page (single sided)
- **Photocopies:** information accessed in the school office can be viewed free of charge, photocopies can be made for 10 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.
- **Postage** for standard letters (first and second class) No charge for the first letter  
For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.
- **Copies of printed publications:** Free. Where charges do apply they will be made known. In all cases postage will be charged.
- **Administration fees:** charges can be made for administration where a request will take over 18 hours of staff time. Such charges are calculated at £25 per hour. If the request will take this amount of time the school may refuse it on the grounds of excessive cost, or ask the applicant to pay in full before supplying the information.
- **CD Rom**– a charge will be made at commercial prices for the data medium.

Fees Regulations, and will be reviewed annually. The introduction of any further statutory obligations will also trigger a review of these arrangements.

Freedom Of Information

### CHECKLIST FOR ACTION ON RECEIPT OF A REQUEST FOR INFORMATION

- Decide whether the request is a request under DPA, EIR or FOI
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them

- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether a third party's interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit (still to be agreed but expected to be around £500)
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated

### **Remember**

Schools and Colleges are under a duty to provide advice and assistance to anyone requesting information.

The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A well managed records and management information system is essential to help schools to meet requests.

Requests should be dealt with within 20 school days excluding school holidays.

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.

Expressions of dissatisfaction should be handled through the school's existing complaints procedure.