

CAEDMON COLLEGE WHITBY

Publication Scheme (Information)

College Governance Status

This policy was re-issued in June 2014 and was adopted by the Governing Body on 26 June 2014. It will be renewed in light of any new NYCC guidance or government legislation, as required, or every three years.

Review dates	By Whom	Approval dates
May 2017	Staff and Governors	22 June 2017
May 2020	Staff and Governors	

Signed by the Chair:



CAEDMON COLLEGE WHITBY
Publication Scheme
Information available under the Freedom of Information Act 2000

Caedmon College Whitby has adopted the model publication scheme for public authorities (which includes schools), prepared and approved by the Information Commissioner. This scheme is as follows - for clarification any reference to 'authority' means the College.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

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

Classes of Information

Who we are and what we do.

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

What we spend and how we spend it.

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

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

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

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

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

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.

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

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those 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 an authority is legally required to translate any information, it 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. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website 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
- 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, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority 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.

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 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 available in paper form.

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.

2. Aims and Objectives

The College aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

3. 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 6 of this scheme.

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

- School Prospectus – information published in the school prospectus.

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- Information relating to the Governing Body – information published on the College website, in the Staff Handbook and in other Governing Body documents.
- Pupils and curriculum – information about policies that relate to students and the College curriculum.
- College policies and other information related to the College - information about policies that relate to the College in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the College by telephone, email, fax or letter. Contact details are set out below or you can visit our website at www.ccwhitby.co.uk

Email: post@ccwhitby.org

Tel: 01947 602406

Contact Address: Caedmon College Whitby
Prospect Hill
Whitby
North Yorkshire
YO21 1LA

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 College to ask if we have it.

5. 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 an 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.

6. Classes of Information Currently Published

Class	Description
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College Prospectus	<p>The contents of the College prospectus are as follows:</p> <ul style="list-style-type: none"> • information about the implementation of the governing body’s policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the College. <p>It is available from the College website and therefore there is no charge to access this</p>
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Information relating to the Governing Body – this section sets out information published on the College website and in various Governing Body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees

Students and curriculum policies - the following section gives access to information about policies that relate to pupils and the College curriculum.

Class	Description
Home – school agreement	Statement of the College’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils for example homework arrangements. This is printed in each student’s planner and in the staff handbook.

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

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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 school
Special Educational Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Equality Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers' Education Policy	Statement of the programmes of careers education provided
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Pupil Discipline (Behaviour Policy)	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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
Charging and Lettings Policy	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 school publications, music tuition, trips
College session times and term dates	Details of College sessions and dates of the terms and holidays
Health and Safety Policy including 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
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the headteacher on the effectiveness of appraisal procedures

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Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the College's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay
Staffing Structure	The College's plan for the implementation of any changes to its staffing structure
Admissions' Policy	Statement of the College's policy on admissions.

Our website is at www.ccwhitby.co.uk; all the above information is available from this site.

7. 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: Keith Prytherch, Principal, Caedmon College Whitby, Prospect Hill, Whitby, North Yorkshire, YO21 1LA.

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 via: The 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