

CLAVERHAM COMMUNITY COLLEGE



Freedom of Information Publication Scheme

January 2015

1. Aim of the Publication Scheme

This publication scheme follows the model prepared and approved by the Information Commissioner. The model has been adopted without modification by Claverham Community College, making it unnecessary to seek further approval of this scheme from the Information Commissioner. The scheme will be valid from 1 January 2015 until further notice.

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

This publication scheme relates to Claverham Community College, Claverham Day Nursery, Claverham Community Education Department and Battle Area Sports Centre.

The publication scheme covers the College's commitment on the following points:

- To proactively 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 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 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 Who we are and what we do.

This covers organisational information, structures, locations and contacts.

2.2 What we spend and how we spend it.

This covers financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing.

This covers strategies and plans, audits, inspections and reviews.

2.4 How we make decisions.

This covers the decision-making processes and records of decisions.

2.5 Our policies and procedures.

This covers current written protocols, policies and procedures for delivering our services and responsibilities.

2.6 Lists and Registers.

Information in currently maintained lists and registers.

2.7 The Services we offer.

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

2.8 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 as protected from disclosure. This includes information protected by the Data Protection Act.
- 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. Requests for information

Information that is not published under the scheme can be requested in writing from the Freedom of Information Officer – the School Business Manager, at the College’s address.

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

4. Contact Details

A copy of this publication scheme is available on the College website:

<http://www.claverham.e-sussex.sch.uk/>

A hard copy can be obtained by writing to the College Business Manager or telephoning the number below.

The Business Manager
Claverham Community College
North Trade Road
Battle East Sussex
TN33 0HT

Telephone number: 01424 772155

5. 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 College for routinely published material will be justified and transparent and kept to a minimum.

In some cases, information can be downloaded from the College website free of charge.

In the case of information not obtainable through the College website, the College reserves the right to charge for actual disbursements incurred such as:

- photocopying – at 20p per sheet of A4 paper;
- postage and packaging – at the actual cost to the College;
- any other costs directly incurred as a result of the information request – at the actual cost to the College.

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.

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 the College 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.

Claverham Community College
The Freedom of Information Act 2000
Guide to Information available under the Publication Scheme

Information to be published	How the information can be obtained
1. Who We Are and What We Do.	
Organisational information, structures, locations and contacts.	
College prospectus.	College website or hard copy.
Board of Governors – name and contact details and basis of appointment.	College website or hard copy.
Contact details for the Principal.	College website or hard copy.
College staff and structure - names of key personnel.	College website or hard copy.
College session times and term dates.	College website or hard copy.
Location and contact information – address, telephone, number and website.	College website or telephone the College.
2. What We Spend and How We Spend It.	
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	
Annual budget plan and financial statements	Hard copy.
Annual income and expenditure	Hard copy.
Capital funding – details of capital funding allocated to the College and information regarding the projects.	Hard copy.
Additional funding – There is no source of additional funding in addition to that included in the annual budget plan.	Hard copy.
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.	Hard copy.
Pay policy – a statement of the College’s policy on procedures regarding staff pay.	Hard copy.

Governors' allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy.
3. What Our Priorities Are and How We Are Doing. Strategies and plans, performance indicators, audits, inspections and reviews.	
College Prospectus.	College website or hard copy.
Government Performance Data.	College website, Gov.uk or hard copy.
GCSE Results.	College website or hard copy.
OFSTED report.	College website, Gov.uk or hard copy.
College Development Plan.	Hard copy.
Pupil Premium Statement.	College website or hard copy.
SEND Information Report.	College website or hard copy.
Year 7 Catch up Statement.	College website or hard copy.
4. How We Make Decisions. Decision making processes and records of decisions.	
Admissions policy - arrangements and procedures and right of appeal.	Hard copy.
Governing Body meeting agendas, papers, minutes - Information that is private should be excluded.	Hard copy.
5. Our Policies and Procedures. Current written protocols, policies and procedures for delivering our services and responsibilities.	
Statutory policies.	Most are on the College website, some are obtainable through a hard copy only.
Records management and personal data policies.	Hard copy.

<p>6. Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	
<p>Curriculum circulars and statutory instruments:</p> <p>https://www.gov.uk/government/organisations/department-for-education</p>	Gov.uk website.
<p>Disclosure logs.</p>	Hard copy
<p>Any information the College is currently legally required to hold in publicly available registers.</p>	Hard copy
<p>Governors register of interests.</p>	Hard copy
<p>7. The Services We Offer.</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</p>	
<p>Extra-curricular activities.</p>	College website or hard copy.
<p>Out of school clubs and activities.</p>	College website or hard copy.
<p>College newsletter publications.</p>	College website or hard copy.
<p>Services for which the College is entitled to recover a fee, together with those fees.</p>	College website or hard copy.
<p>Leaflets, booklets and newsletters</p>	College website or hard copy.
<p>Publications relating to the Claverham Day Nursery, Claverham Community Education or Battle Area Sports Centre</p>	College website or hard copy.
<p>Charges :</p> <p>In some cases, information can be downloaded from the College website free of charge.</p> <p>In the case of information not obtainable through the College website, Claverham Community College reserves the right to charge for actual disbursements incurred such as:</p> <ul style="list-style-type: none"> • photocopying – at 20p per sheet of A4 paper. • postage and packaging – at the actual cost to the College. • any other costs directly incurred as a result of the information request, at the actual cost to the College. 	