



## **Freedom of Information Policy (Including Publication Scheme)**

**2015-16**

<b>Date:</b>	<b>26th June 2014</b>
<b>Reviewed:</b>	<b>July 2014</b>
<b>Date approved By Governing Body:</b>	<b>3<sup>rd</sup> July 2014</b>
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<b>Next review Date:</b>	<b>October 2016</b>
<b>Committee Responsibility:</b>	<b>Finance and Premises</b>
<b>Member of Staff Responsible:</b>	<b>College Manager</b>

Company Number 07564519  
A Company Limited by Guarantee  
Registered in England  
Clyst Vale Academy Trust, known as Clyst Vale Community College, is an exempt charity

Under the Freedom of Information Act (FOIA), academies have a duty to provide advice and assistance to anyone requesting information. They are also required to publish a Publication Scheme. The College Manager is responsible for ensuring compliance with this, although it may be delegated to other members who must be aware of the procedures to be followed.

Requests must be made in writing and the enquirer is entitled to be told whether the academy holds the information and, if so, how to access it. Requests received by the college must be actioned within 20 working days by the College Manager or person(s) it has been delegated to. The requests will be sent to Admin (or the College Manager in some circumstances) and must be passed to the relevant person as soon as practicable. Records of requests must be kept (including refusals) for future reference.

The Publication Scheme is detailed below.

### **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 academies, should proactively make information available to the public as part of its normal business activities. The information covered is included in the classes of information shown below, where it is held by the college.

The scheme commits the 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 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 fees charged for access to information, which is made easily available to the public

### **2. Classes of information (see Appendix 1)**

2.1 To Publish: Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance

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

2.3 What our priorities are and how we are doing.

To make available on request, strategy and performance information, plans, assessments, inspections and reviews which are not already included on our website

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 procedures 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 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:

- Disclosure of information prevented by law, or exempt under the FOIA, 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

Access to a member of the public's own personal data is dealt with under the Data Protection Act and must be requested by making a subject access request under our Data protection Policy which can be found on our website under Policies.

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

Where it is within the capability of the College, our aim is to publish all available information on our website which can be accessed free of charge by members of the public at [www.clystvale.org/](http://www.clystvale.org/)

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 then a paper version can be supplied by contacting the school by telephone, (followed up in writing) email, fax or letter.

School contact details are set out below.

Email: admin@ clystvale.org

Tel: 01392 461407

Fax: 01392 460594

Contact Address:

Admin  
Clyst Vale Community College,  
Station Road,  
Broadclyst, Exeter, EX5 3AJ

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please) and ensure you include full details to enable us to reply.

In exceptional circumstances some information may only be available by viewing in person. Where this is applicable an appointment will be arranged within a reasonable timescale. If a particular request would involve too much staff time it would need to be considered carefully to see if it could be justified under the FOIA.

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.

The College Manager is responsible for ensuring all information requested is dealt with promptly. If we do not hold the information then this should be communicated. A response should be sent within 20 working days. If a response is not received by that date you have the right to complain, as described in our complaints procedure published on the college website.

#### **4. Charges which may be made for information provided under this scheme**

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 costs directly incurred as a result of viewing information (see possible charges below)

The college will endeavour to make the maximum amount of information readily available at minimum inconvenience and cost to the public. All charges made by the College will be clearly communicated, agreed and paid prior to information being provided. Access to the college website is free of charge. Emails will be sent free of charge. Single copies of material which we routinely publish and distribute in print will also be provided free of charge. (Although postage may be charged as shown below)

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all 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 of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with regulations made under section 11B of the freedom of information act.

**Charges** which may be applied as mentioned above (for excessive photocopying / postage / admin time) are stated below:-

**Comment [JC1]:** Should these be increased

Photocopies – A4 single sided 10p per page – A3 single sided 20p per page

Postage and packing– Any items costing in excess of £2 may be re-charged at cost

Administration fees – If over 18 hours a staff rate of up to £25 per person per hour can be charged.

## 5. Written requests

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

All requests to the college should be made as shown below unless otherwise stated.

Please state **“PUBLICATION SCHEME REQUEST”**

School contact details are set out below.

Email: admin@ clystvale.org

Tel: 01392 461407

Fax: 01392 460594

Contact Details:

Address

Admin  
Clyst Vale Community College,  
Station Road,  
Broadclyst,  
Exeter, EX5 3AJ

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

## **Appendix 1**

### **Who we are and what we do.**

College prospectus provides much of this information and includes the following:-

- The name, address and telephone number of the College, and the type of College (also on the website)
- The name of the Principal, the Chair of Governors and key personnel
- Information on the College's policy on admissions
- A statement of the College's mission, aims and ethos and values
- Details of any affiliations with a particular religion or religious denomination, the religious education provided (Beliefs & Values), parent's right to withdraw their child from religious education and collective worship and the alternative provision for those students. The Collective Worship Policy is also on the college website.
- Information about the College's policy on providing for students with special educational needs (additional support) and arrangements for disabled students (admissions)
- Student attendance rate and unauthorised absences, college results - key performance indicators (exams)
- Dates for the coming year and pattern of the day

The prospectus is reviewed annually and the latest one published is on the college website and the printed booklet can be requested free of charge from the college.

Information on the governing body and their main responsibilities are shown under 'Governors' on the college website. Details of the 'make up' of the College Board is shown in the College prospectus.

The Articles of Association and funding agreement can be found under Academy documents on the college website.

### **What we spend and how we spend it.**

Governors' latest approved Annual Report & Financial showing Income and expenditure are available under Academy documents on the college website.

Other current financial information relating to projected budget and actual income and expenditure, tendering, procurement and contracts where appropriate, can be requested in writing to the College Manager.

The latest Finance Policy and authorisation schedules, Pay Policy, Governors Allowances and Expenses and other policies are updated on a regular basis and are available on the college website under the Policies tab. Staff expenses, allowances, pay and grading structures, and further information can be requested from the College Manager.

Latest Pupil Premium statement detailing allocated amounts spent is available on the college website under the Policies tab.

Details of major capital funding can be requested from the College manager.

### **What our priorities are and how we are doing**

- A summary of the latest Ofsted inspection report is available under Ofsted on the college website
- A plan setting out the actions required following the last Ofsted inspection. This is included under policies – College Strategic Plan
- Latest data provided and updated by the DCSF on an annual basis, can be requested from the college.
- Latest performance data supplied to the government is available on request.
- Narrative sections written by the college are included on the college website which show what we have achieved as they occur. There is also a section which details the most recent events.
- Annual 'Value for Money' Statement', written by the Accounting officer is available on the website under policies.
- College results – Latest 'key Performance Indicators' are updated annually in the prospectus. More up to date information may be requested from the College Manager
- Appraisal Policy is available on the college website under the Policies tab.
- Assessment Policy is available on the college website under the Policies tab.
- Child Protection, Children in Care, DBS, Health & Safety and Personal and Social Development (PSD) policies are on the website under the Policies tab.
- Details of major future College plans can be requested from the college.

### **How we make decisions**

The governing body has delegated certain decision making functions. Each policy / procedure shown on the college website indicates this responsibility. This includes the Admissions Policy.

Specific Governor approved decisions can be found by examining minutes of meetings of the Governing Board and its sub committees found on the Governors section of the college website. These cover a 3 year period.

### **Public policies and procedures**

There are over 30 current written procedures and policies for delivering our functions and responsibilities and these are available on the college website under the Policies tab. Recruitment is available on request.

### **Lists and registers.**

Information currently held in registers required by law and other lists and registers relating to the functions of the authority that we hold can be requested from the college.

This includes curriculum circulars and statutory instruments, disclosure logs and Asset Registers.

### **The services we offer**

Information about the services we offer, advice and guidance, booklets and leaflets, transactions and media releases are either available on the website, such as, extra-curricular activities, library service, uniform supplies, parents evening booking system, online payments, or are available on request from the college.