



Inspiring Optimistic Learners

Freedom of Information

Approved/Reviewed: February 2018	Next review due: January 2020
Governing Body Committee: HRF	CLT contact: Ian Smart
Policy adopted by the Governing Body on: 14 th March 2018	

FREEDOM OF INFORMATION – PUBLICATION SCHEME

Torpoint Community College has produced a Publication Scheme of information that is available under the **Freedom of Information Act 2000** and it conforms to the model scheme for schools approved by the Information Commissioner.

The Governing Body has responsibility for ensuring that the College complies with the Act.

Introduction: the development of a Publication Scheme

Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about the information that is available to the public. This includes all maintained sector schools and from 1st January 2011, academies.

In order to comply with the requirements of the Act, 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 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
- To publish any dataset held by the College that has been requested, and any updated versions it holds, unless the College is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

All information in the Publication Scheme is available in paper form.

This policy should be read in conjunction with the College's Data Protection Policy and Privacy Notice.

Categories of Information Published

The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which the College will publish in the future. This information is available on the website www.torpoint.cornwall.sch.uk and is categorized in 'Classes' as outlined later in this Scheme.

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.

Requests for Information

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

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 time scale.

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.

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

Contact details:

e-mail enquiries@torpoint.cornwall.sch.uk

Tel: 01752 812511

Fax: 01752 815014

Address: Torpoint Community College
Trevol Road
Torpoint
Cornwall
PL11 2NH

Please make the subject of your request “**PUBLICATION SCHEME REQUEST**”.

PAYING FOR INFORMATION

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 is published and accessed on a website will be provided free of charge. However, charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packing
- 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 authorized, 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 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 either regulations made under Section 11B of the Freedom of Information Act or other enactments.

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.

Annex 1: Guide to information available from Torpoint Community College under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do (Organisational information, structures, locations and contacts)		
Who’s who in the College	Hard copy	No charge
Who’s who on the Governing Body and the basis of their appointment	Website	No charge
Contact details for the Headteacher and members of the Governing Body	Hard copy	See charges
Staffing Structure	Hard copy	No charge
College session times and term dates	Website	No charge
Class 2: What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.) Current and previous financial year as a minimum		

Annual budget plan and financial statements	Hard copy	No charge
Capitalised funding	Hard copy	No charge
Additional funding	Hard copy	No charge
Procurement and projects	Hard copy	See charges
Pay policies	Electronic	No charge
Staffing and grading structure	Hard copy	See charges
Governors' expenses	Hard copy	No charge
Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews.)		
<ul style="list-style-type: none"> • Government supplied performance data • Latest Ofsted report 	Website Website	No charge No charge
Performance management policy and procedures adopted by the Governing Body	Electronic	No charge
Safeguarding policies and procedures	Electronic	No charge
Class 4: How we make decisions (Decision making processes and records of decisions.) <i>Current and previous three years as a minimum</i>		

Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admissions decisions)	Website	No charge
Agendas of meetings of the Governing Body and its sub-committees	Hard copy	No charge
Governing Body Committee Terms of Reference	Hard Copy	No charge
Minutes of meetings (as above) – this will exclude information classified as ‘Confidential’	Hard copy	See charges
Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities.)		
College policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health & Safety • Safeguarding (includes Child Protection) • Complaints Procedure • Discipline and Grievance policies (within HR) • Medical Needs • Equality (including equal opportunities policies) • Safer Recruitment policy 	Website Website Website Website Hard Copy Website Website Website	No charge No charge No charge No charge No charge No charge No charge No charge
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Relationship and Sex education • Drugs and Substance Misuse • Personal Social and Health Education • Special Educational Needs Equality Behaviour 	Hard copy Hard copy Hard copy Hard copy Hard copy Hard Copy	See charges See charges See charges See charges See charges See charges
Records management and personal data policies, including: <ul style="list-style-type: none"> • Records retention, destruction and archive policies • Data protection • Freedom of information – publication scheme 	Website Website Website	No charge No charge No charge
Class 6: Lists and Registers <i>Currently maintained lists and registers only</i>		
Any information the College is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE ATTENDANCE REGISTERS)		

Information to be published	How the information can be obtained	Cost
Class 7: The services we offer		
<i>Current information only</i>		
Extra-curricular activities and out of school clubs	Website	No charge
School publications	Website	No charge
Services for which the College is entitled to recover a fee, together with those fees	Hard copy	See charges
College produced leaflets and newsletters	Website	No charge

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing at 10pper sheet	Paper and printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation