

# WYVERN COLLEGE POLICY NUMBER 47 PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

## 1. PURPOSE

This publication scheme commits Wyvern 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 the College 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.
- Specify the information which is held by the College and falls within the classification below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the College makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

## 2. CLASSES OF INFORMATION

Appendix 1 outlines the information currently published within the following categories:

**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 College.

**The services we offer** – Advice and guidance, booklets and leaflets, transactions and media releases.

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. AVAILABILITY OF INFORMATION**

The College 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 the College, information will be provided on the College's website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information via the website, the College 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 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.

### **4. CHARGES MADE 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.

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.

### **5. 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.

### **6. CONTACT DETAILS**

If you require a paper version of any information or want to ask whether information is available, please contact the College by email, phone or letter. All requests should be directed to the Headteacher. Contact details are set out below or you can visit the College's website at [www.wyvern.hants.sch.uk](http://www.wyvern.hants.sch.uk).

Email: enquiries@wyvern.hants.sch.uk  
Tel: 023 8069 2679  
Fax: 023 8060 3215  
Address: Botley Road, Fair Oak, Eastleigh, Hants, SO50 7AN

If the information you are looking for is not available via the scheme and is not on the College's website, you can still contact the college to ask if we have it.

## **7 PAYING FOR INFORMATION**

Information published on the College's website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access the College's website using a local library or an Internet café. The College can also give you access to the Internet through the college computers at a mutually convenient time.

Single copies of information covered by this publication are provided free. If your request means that the College has to do considerable photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, you will be informed of the likely cost before your request is fulfilled. Our current cost for black and white copying is 1.5 pence per sheet.

## **8. FEEDBACK AND COMPLAINTS**

The College welcomes 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:

Headteacher  
Wyvern College  
Botley Road  
Fair Oak  
Eastleigh  
Hampshire  
SO50 7AN

If you are not satisfied with the assistance that you get or if the College has 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 at:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Enquiry Line: 0303 123 1113 (local rate)  
E Mail: casework@ico.org.uk  
Website : <http://www.informationcommissioner.gov.uk>

### **Review Schedule**

Reviewed by:	<b>SLT</b>
Ratified by Governing Body on:	<b>26<sup>th</sup> November 2018</b>
Next Review Date:	<b>November 2020 (every 2 years)</b>

## APPENDIX 1

### Freedom of Information

#### Guide to information available from Wyvern College under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Academy Funding Agreement – a link to the document on the Department for Education’s website	On College website	Nil
Academy Order (if applicable)	On request	Nil
Names of key staff and contact details	On College website	Nil
Governing body – names of the governors and their areas of responsibility	On College website	Nil
College session times, term dates and holidays	On College website	Nil
Location and contact information – address, telephone number and website	On College website	Nil
College Prospectus	On College website	Nil
GCSE results – a link to the data on the Department for Education’s website	On College website	Nil

<b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
This should be a minimum of current and the previous two financial years (accounts that have been filed with the Charity Commission and Companies House).	On College website	Nil
Annual budget plan and financial statements	Financial statement on College website  Other budget plans by request	Nil
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	On request	According to FOI Policy
Additional funding – income generation schemes and other sources of funding	On request	According to FOI Policy
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	On request	According to FOI Policy
Pay policy – a statement of the College’s policy on procedures regarding teachers’ pay including staffing structure	On request	According to FOI Policy
Governors’ allowances – details of allowances and expenses that can be claimed or incurred	On request	According to FOI Policy

<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Government supplied performance data	On College website	Nil
OFSTED report	On College website	Nil
Performance management information	On request	According to FOI Policy
Academy's future plans – any major proposals	On request	According to FOI Policy
Child protection – policies and procedures on safeguarding and promoting the welfare of children	On College website	According to FOI Policy

<b>How we make decisions</b> (Decision making processes and records of decisions)		
Admissions Policy – arrangements and procedures and right of appeal	On College website	According to FOI Policy
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded	On request	According to FOI Policy

<b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Attendance Policy Behaviour and Discipline Policy Charging Policy Child Protection Policy Complaints Policy Curriculum Policy Data Protection Policy and Privacy Statement Educational Visits Policy Equality Policy Home School Agreement Inclusion and Exclusion Policy Preventing Bullying Policy Sex and Relationships Education Policy Special Educational Needs Policy Supporting Students with Medical Conditions	On College website	Nil
Health and Safety Policy Staff Discipline and Grievance Policies Staff Equality Policy Staff Pay and Conditions Policy Staff Performance Management and Capability Policy Whistleblowing Policy	On request	According to FOI Policy

<b>Lists and registers</b>		
Curriculum circulars and statutory instruments	On request	According to FOI Policy
Disclosure logs	On request	According to FOI Policy
Asset register	On request	According to FOI Policy
Any information the College is currently legally required to hold in publicly available registers	On request	According to FOI Policy

<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	On College website	Nil
Leaflets, booklets and newsletters	On College website	Nil
Press releases	On College website	Nil
School publications	On College website	Nil