

The Sixth Form College, Colchester Publication Scheme

PUBLICATION SCHEME – PART ONE

Legal requirement

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

What is a publication scheme?

A publication scheme is a document which describes the information a public authority publishes or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called "classes of information". The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.

A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

The Sixth Form College Colchester has adopted the model publication scheme (updated, 1st January 2009) developed for colleges of further education and is therefore committed to publishing the information it describes.

Accessing information covered by the publication scheme

The classes of information we publish are described in the second part of the scheme.

The college will endeavour to provide the information requested and to do so within 20 college working days. Where the information can be collated easily, it will be provided without charge. Requests for multiple copies of documents will generally attract a charge for the cost of retrieval, photocopying and postage. The college also reserves the right to charge for time incurred in providing information. This will be at a flat rate of £25 an hour, regardless of the actual costs with an additional maximum fee of ten pence per photocopy. There is no obligation to disclose information if the total costs calculated in this fashion exceeds £450. Any such charge will be notified in advance to the person making the request to check that they wish to proceed; where possible alternative information or information sources will be given. Where the work involved is excessive the college reserves the right to decline to provide information

requested. Where possible, information will be made available on the college website where it can be accessed free of charge

If necessary, information can be provided in alternative formats such as large print, audiotape or electronically. If you do require information in an alternative format please notify us when requesting the information in question.

Information about college activities is generally available to the public on request according to the Freedom of Information Act 2000 and subject to the provisions of the Data Protection Act 2018.

Any person wishing to inspect the documents listed below which relate to governance may do so by contacting the Clerk to the Corporation. These documents are available free of charge and some are available in the governance section on the College website www.colchsfc.ac.uk.

- Agendas and minutes of governing body and committee meetings
- Statement of policy on attendance at governing body and committee meetings
- Rules and terms of reference of the Search Committee
- Registers of interests
- Code of conduct
- Instrument and articles of government
- Procedure on whistle blowing.

The following documents are available for inspection only. Copies may be made available at a charge to cover the costs of copying.

- Support papers for governing body and committee meetings (that are not considered confidential)
- Annual financial statements and annual report
- Copies of the signed minutes of all governing body meetings are placed on the college's website for
- a minimum period of 12 months. The rules and terms of reference of the Search Committee and the
- governing body's policy on public attendance at its meetings are published on the college website.

Some information held by the college is confidential and will be withheld from any documentation or other information generally provided. Information falling into the categories listed below would normally be withheld.

- Personal or sensitive information relating to an individual
- Information provided in confidence by a third party who has not authorised its disclosure
- Financial or other information relating to procurement decisions, including that relating to
- the college negotiating position

- Information relating to the negotiating position of the college in industrial relations matters
- Information relating to the financial position of the college where disclosure might harm
- the college or its competitive position, as determined by the governing body
- Legal advice received from or instructions given to the college legal advisors
- Information planned for publication in advance of that publication

Exempt information

The following list gives examples of circumstances in which an exemption may apply

- Information which is otherwise reasonably accessible to the applicant
- Disclosure of the information would be prejudicial to the commercial interests of any person (including the public authority holding it)
- Information that is personal data (staff addresses, ages or salaries, students' fee remission status, etc.)
- Information which will be published at a future date (even if undetermined) and it is reasonable to be withheld
- Information which has already been published
- Information which is likely to prejudice prevention of crime, administration of justice, operation of immigration controls,
- Information which would otherwise prejudice, or would be likely otherwise to prejudice, the effective conduct of public affairs
- Information that would endanger the physical or mental health of an individual or the safety of an individual
- Disclosure of information would breach the Data Protection Act
- Disclosure of information obtained from third parties that would cause a breach of confidence
- The information is owned by a third party and they object to its disclosure
- The information is not non-official i.e. it is not related to the official duties of any of the employees, for example, personal e-mails or related to unofficial or private correspondence with trade unions

Vexatious requests can also be refused under the Act.

The college has established a procedure for dealing with complaints, published on the web site.

You can request paper copies of other items of information in the publication scheme not listed above by contacting the Data Protection Officer

The copyright in the material listed in this Publication Scheme is owned by The Sixth Form College, Colchester unless otherwise stated.

Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

What about information not covered by the publication scheme?

You have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

Requests must be made in writing. The college will aim to respond within 20 working days. The college will not be required to release information to which an exemption in the Act legitimately applies and will explain why if this is the case. Any charges for information are explained above.

Feedback

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the data protection officer at DPO@colchsfc.ac.uk

If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow Cheshire SK9 5AF

Information about college activities

This is generally available to the public on request according to the Freedom of Information Act 2000 and subject to the provisions of the Data Protection Act 2018.

The Sixth Form College, Colchester has adopted the model publication scheme developed for Higher and Further Education. The scheme sets out the classes and categories of information published and these are set out below.

Request for Information about yourself

Under the terms of the Data Protection Act 2018 you are allowed to ask the college for any information held about you as an individual and is identified by the term Subject Access Request. If you wish to make an enquiry about data that relates to you, please contact the Data Protection Officer at the college.

Information about Governance

Please contact the Clerk to the Corporation at the college.

For other information please contact the Data Protection Officer at the college.

Part 2

Classes and categories of information

Main categories

There are seven main groups (and the classes within them) that form the Publication Scheme (PS). They are in a logical order and no one single section has a higher status than another.

The PS has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed. However, it is recognised that individual items of information or documents or parts thereof in a class may be exempt and these can be omitted if they are exempt, provided in all cases the College makes clear what has been omitted and why. Personal data and information which affects the commercial operations of the College, are two examples.

The main groups of classes of information in the publication scheme are:

Class 1 - Who we are and what we do

This section covers information about the organisation, structures, location and contacts at the college. In some instances, information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the College or that may threaten the health and safety of specific individuals.

Information about the way the college is governed and how decisions are made is included in this section. To see documents relating to governance, please see the Governors menu on this website.

Class 2 - What we spend and how we spend it

This section covers information on the Colleges' projected and actual income and expenditure, procurement, contracts and financial audit. Information that may damage the College's commercial interests will be excluded from publication.

Class 3 - What our priorities are and how we are doing

This section covers information on the College's strategy and plans, performance indicators, audits, inspections and reviews. Information relating to individual members of staff is exempt from disclosure as this is personal information.

Class 4 - How we make decisions

This section covers information at a strategic level relating to the College's decision-making processes and records of decisions. Information that provides specific details of the College's future plans may be exempt from disclosure where such disclosure would damage the College's commercial interests.

Class 5 - Our policies and procedures

This section contains information on current written protocols, policies and procedures for delivering our services and responsibilities. Information available within this section does not include specific student or staff personal details, by virtue of being personal information.

Class 6 - Lists and registers.

This section covers information contained only in currently maintained lists and registers.

Class 7 - The service we offer.

This section contains information about the services we offer, including leaflets, guidance and newsletters.

Class 1 – Who we are and what we do.

The College is a specialist Sixth Form College - and is one of the largest and most successful 16-19 providers of general academic sixth form education in the country. The College's prime aim is to provide broad, high quality academic and general education programmes to our 16-19-year-old full time students. This includes providing students with support, additionality, skills and personal development within their sixth form experience as well as studying pre-university academic courses. The College maintains an excellent reputation both locally and nationally. [Further information can be found here](#) – [What did this link lead to?](#)

Legal framework	We are an incorporated sixth form college, part of the SFCA. Information regarding our Instruments and Articles of Government can be found here.
The Corporation	The college has the legal status of statutory corporation and exempt charity. The Corporation (Governing Body) has ultimate responsibility for the college. Information regarding the Corporation and its membership etc can be found here
Mission Statement	The mission statement can be found here.
Location and contact details	We are located at North Hill, Colchester CO1 1SN Our web address is www.colchsfc.ac.uk Phone contact is 01206 500700 Email is: enquiries@colchsfc.ac.uk

College Curriculum	The college has a broad curriculum and details of the curriculum and course offer can be found here
Student council	We have a student council, elected each year. Details are available from the DP
Term dates	The college operates on a 3 term 190 teaching (195 working) days basis. Term dates can be found Term dates can be found here.
Organisations we work in partnership with	We work collaboratively with all local secondary schools, with Colchester Institute and with CENBASE colleges (other specialist sixth form colleges) a full list of organisations we work with is available from the DPO.

Class 2 - What we spend and how we do it.

This section covers information on the College's projected and actual income and expenditure, procurement, contracts and financial audit. Information that may damage the College's commercial interests will be excluded from publication.

Funding Income	Financial statements/college accounts are available here. And are published on an annual basis.
Financial regulations and procedures.	<p>This includes policies and procedures relating to</p> <ul style="list-style-type: none"> • Budget holder procedures • College tendering procedures, including policies and procedures relating to goods and services and contracting • Travel and subsistence • Treasury management policy • Financial procedures – this document outlines the policies and procedures for ordering, receipt and payment of goods, the responsibility of budget holders, the control and disposal of fixed assets (including depreciation and insurance), incomes and lettings, financial security and financial control • Financial regulations – this document outlines the policies and procedures governing the financial management of the College, including the financial structure, the duties of governors, auditing procedures, the responsibilities of internal staff, treasury management, financial authorisation and controls and investigation of financial irregularities • Policy on control of college assets • Funds Policy • Expense Claim

	Can be obtained via the DPO
Staff Pay and grading structures.	Information is contained in the annual finance reports.

Class 3 - What our priorities are and how we are doing.

This section covers information on the College's strategy and plans, performance indicators, inspections and reviews.

Mission Statement & Strategic Plan	The college mission Statement and strategic priorities can be found here.
OFSTED report	The latest inspection report can be found here.
Exam results	An overview of college exam results can be found here.
Student destination data and HESA information	Student destination and Hesa data can be found here.
Safeguarding	Information regarding our Safeguarding practices can be found here Information regarding our policies and procedures regarding safeguarding and child protection can be found here.
GDPR/ DPA	Privacy notices and GDPR information can be found Privacy notices and GDPR information can be found here

Class 4. How we make decisions

This section covers information at a strategic level relating to the College's decision-making processes and records of decisions

Minutes from governing body meetings	Minutes of Governing body meetings can be found here
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Admissions policy/ decisions	The Colleges Admissions policy and decision-making process can be found here.
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Class 5. Our policies and procedures.

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

Procedures and policies relating to student services.	<p>Information on the administration and progression of students, guidance and support including:</p> <ul style="list-style-type: none"> • Admissions policy • Accessibility plan • Student handbook (code of conduct) • Student disciplinary procedures • Policy and procedures for supporting students with learning difficulties and/or disabilities • Student planner • Careers education and guidance policy • Confidentiality policy • Safeguarding policy • Child protection policy • Harmful Sexual behaviour policy • Send policy • Equality and Diversity policy • Prevent policy • Careers education and guidance policy • Student harassment policy <p>Policies can be found here.</p>
Policies and procedures relating to staff	<p>This includes policies on:</p> <p>Privacy notices</p> <p>Equality and Diversity policy Disciplinary procedure Grievance procedure Capability procedure</p> <p>Further documents relating to terms and conditions of employment, collective bargaining etc can be obtained on request from the human resources department – humanresources@colchsfc.ac.uk</p>

Recruitment policies and procedures	Information regarding recruitment policies and procedures including the recruitment privacy notice can be found on the job vacancies page on the College website.
Health and Safety	Information regarding health and safety can be requested from the health and safety officer at the college.
GDPR/ personal data and access to information policies	<p>Access to data (Subject access requests SAR) information can be found in the College privacy notices.</p> <p>Policies, including the data protection policy can be found here.</p> <p>The college follows the principles and guidance as outlined in the JANET Acceptable use policy. For more information, please refer to the JISC website www.ja.net/documents/use.html</p>

Class 6 – Lists and Registers

This section covers information contained in currently maintained lists and registers.

Governing Body	Register of members of the Governing Body can be found here.
Senior Management Team	Members of the colleges senior management team can be found here.
CCTV	The college operates CCTV for the safety and security of the estate and for site users. Details of the location of cameras and the operation of CCTV can be found here

Class 7 – The services we offer

This section covers information about the services that the college offers, including leaflets, guidance and newsletters.

Prospectus and course content	The College's prospectus can be found here.
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Bursary and financial information.	An overview of financial support and bursary information can be found here.
Wisepay	Information on Wisepay and how to create an account can be found here
Careers	Information regarding the college's careers advice and careers programme information can be found here.
Sports	Information regarding the colleges sporting offer can be found in the college prospectus and on the additional studies web page.
Music, arts and drama	Information regarding the colleges additional offers can be found in the college prospectus and on the additional studies web page.
Learning Support	Information regarding the Learning support service provided by the college can be found here and in the SEND statement.
Wellbeing and mental health support.	Information regarding the college's emotional wellbeing and mental health support can be found here.