



CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

FREEDOM OF INFORMATION POLICY

This is Callington Community College Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this scheme.

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 all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website (www.callingtoncommunitycollege.co.uk) to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The college aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child;
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as ‘classes’. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

College Prospectus – information published in the college prospectus.

Governors’ Documents – information published in the Governors Annual Report and in other governing body documents.

Students & Curriculum – information about policies that relate to students and the college curriculum.

College Policies and other information related to the college - information about policies that relate to the college in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the college by telephone, email, fax or letter. Contact details are set out below or you can visit our website at www.callingtoncommunitycollege.co.uk

Email: enquiries@callington-comm.cornwall.sch.uk

Tel: 01579 383292

Fax: 01579 383562

Contact Address: Callington Community College
Launceston Road
Callington
PL17 7DR

To help us process your request quickly, please clearly mark any correspondence ‘**PUBLICATION SCHEME REQUEST**’ (in CAPITALS please)

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

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

College Prospectus – this section sets out information published in the college prospectus.

Class	Description
College Prospectus	<p>The statutory contents of the college prospectus are as follows (other items may be included in the prospectus at the college’s discretion):</p> <ul style="list-style-type: none"> • the name, address and telephone number of the college, and the type of college; • the names of the Headteacher and Chair of Governors; • information on the college policy on admissions; • a statement of the college’s ethos and values; • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students; • information about the college’s policy on providing for students with special educational needs; • number of students on roll and rates of students’ authorised and unauthorised absences; • National Curriculum assessment results for appropriate Key Stages, with national summary figures; • GCSE/GNVQ results in the college, locally and nationally; • a summary of GCE A/AS level results in the college and nationally; • the number of students studying for and percentage achieving other vocational qualifications; • the destinations of college leavers*; • the arrangements for visits to the college by prospective parents; • the number of places for students of normal age of entry in the preceding college year and the number of written applications/preferences expressed for those places.

School Profile and other information relating to the governing body– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
School Profile	<p>The statutory contents of the School Profile to parents are as follows:</p> <ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk; • a statement on progress in implementing the action plan drawn up following an inspection; • a financial statement, including gifts made to the college and amounts paid to governors for expenses; • a description of the college’s arrangements for security of students, staff and the premises; • information about the implementation of the governing body’s policy on students with special educational needs (SEN) and any changes to the policy during the last year; • a description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the college by students with disabilities; the accessibility plan covering future policies for increasing access by

	<p>those with disabilities to the college;</p> <ul style="list-style-type: none"> • a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning; • number of students on roll and rates of students' authorised and unauthorised absence; • National Curriculum assessment results for appropriate Key Stages, with national summary figures; • GCSE/GNVQ results in the college, locally and nationally; • GCE A/AS and vocational qualification results in the college and nationally; • the number of students studying for and percentage achieving other vocational qualifications; • the destinations of college leavers*; • a statement of the extent to which proposals in the post-inspection action plan have been carried into effect.
Instrument of Government	<ul style="list-style-type: none"> • The name of the college; • The category of the college; • The name of the governing body; • The manner in which the governing body is constituted; • The term of office of each category of governor if less than four years; • The name of any body entitled to appoint any category of governor; • Details of any trust; • If the college has a religious character, a description of the ethos; • The date the instrument takes effect.
Minutes of meeting of the governing body and its committees *	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic college year</i>].

Student & Curriculum Policies - This section gives access to information about policies that relate to students and the college curriculum.

Class	Description
Home – College agreement	Statement of the college's aims and values, the college's responsibilities, the parental responsibilities and the college's expectations of its students for example homework arrangements.
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the college.
Sex Education Policy	Statement of policy with regard to sex and relationship education.
Special Education Needs Policy	Information about the college's policy on providing for students with special educational needs.

Accessibility Plans	Plan for increasing participation of disabled students in the college's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Race Equality Policy	Statement of policy for promoting race equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the college.
Student Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

College Policies and other information related to the college - This section gives access to information about policies that relate to the college in general.

Class	Description
Published reports of Ofsted referring expressly to the college	Published report of the last inspection of the college and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the college is designated as having a religious character.
Charging and Remissions Policies	A statement of the college's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example college publications, music tuition, trips.
School session times and term dates	Details of college session and dates of college terms and holidays.
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.
Complaints procedure	Statement of procedures for dealing with complaints.
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.

Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of college staff and procedures by which staff may seek redress for grievance.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or governing body relating to the curriculum.
Annex A - Other documents	Annex A provides a list of other documents that are held by the college and are available on request.

* Some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this.

7. Feedback and Complaints

We welcome 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 Mr S. Kenning, Headteacher, Callington Community College, Launceston Road, Callington, Cornwall, PL17 7DR.

If you are not satisfied with the assistance that you get or if we have 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

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk