



Budmouth College

Publication Scheme on information available under the Freedom of Information Act 2000

Governors' Committee responsible:	Personnel & Resources
Link Senior Leader responsible:	David Bone
Date reviewed:	25 th September 2013
Next review date:	September 2017

Working Together, Creating Opportunities

The Policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

All *policies* can be found on the College 'R' drive in the Policies folder.

Equality Impact Assessment – initial screening record

1. What area of work is being considered?

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2. Upon whom will this impact?

Staff, students, public

3. How would the work impact upon groups; are they included and considered?

The Equality Strands	Negative impact	Positive impact	No impact
Minority ethnic groups			X
Gender			X
Disability			X
Religion, Faith or belief			X
Sexual Orientation			X
Transgender			X
Age (N/A to pre-school and school children)			X
Rurality			X

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups	X		
Gender	X		
Disability	X		
Religion, Faith or belief	X		
Sexual Orientation	X		
Transgender	X		
Age	X		
Rurality	X		

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by David Bone.....

Signed Date...18th Sept 2013.....

Comment by Headteacher:

Date.....



This is the Budmouth 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 colleges, 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 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 colleges approved by the Information Commissioner.

2. Aims and Objectives:

The college aims to:

- Provide a wide range of learning opportunities and qualifications for all students and staff.
- Develop a culture of independent learning.
- Develop a culture of high expectations, high standards and high achievement.
- Develop a culture of innovation.
- Develop the effective use of technology across the curriculum.
- Be at the forefront of educational thinking and developments.
- Achieve the best possible examination results.
- Achieve a national reputation as a Specialist School.
- Achieve College Statements of Intent within an agreed set of values.

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.

Email: budmouth@budmouth.dorset.sch.uk

Tel: 01305 830500

Fax: 01305 830555

Contact Address: Budmouth Technology College, Chickerell Road, Weymouth, Dorset, DT4 9SY

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

If the information you're looking for isn't available via the scheme, 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 don't 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 head teacher 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 leavers¹ • 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

The 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
Profile	<p>The profile is comprised of 'narrative' sections which the college will complete, and 'pre-populated' sections of statistical information inserted into the document by the DCSF.</p> <p>The subject headings for the narrative sections, which the college completes, are:</p> <ul style="list-style-type: none"> • What have been our successes this year? • What are we trying to improve? • How have our results changes over time? • How are we making sure that every child gets teaching to meet their individual needs? • How do we make sure our pupils are healthy, safe and well-supported? • What have we done in response to Ofsted? • How are we working with parents and the community?
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

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

	<ul style="list-style-type: none"> • The term of office of each category of governor if less than 4 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 ¹ 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>]

Students & 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. (<i>from March 2004</i>)
Student Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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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 colleges 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
College 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 head teacher 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 head teacher 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

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 ***Principal, Budmouth Technology College, Chickerell Road, Weymouth, Dorset, DT4 9SY.***

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

Policy adopted: 30 th September 2009
