

HAVEN HIGH TECHNOLOGY COLLEGE

MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the information commissioner. This commits the 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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the college:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental 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 the scheme.
- To produce and publish 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 authority 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.

Classes of information

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing
- How we make decisions
- Our Policies and procedures
- Lists and Registers
- The service we offer

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.

The college has prepared a grid which gives clear indications about where information can be found, for example on the college's website, or other information that can be requested. Charges may be made for information such as for photocopying and postage and packaging.

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) This will be current information only	(hard copy and/or website)	
Who's who in the school	Request through the admin manager Mrs Champion Also available on college website/supplement	free
Who's who on the governing body and the basis of their appointment	Request through the admin manager Mrs Champion	free
Instrument of Government	Request through the admin manager Mrs Champion	free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Request through the admin manager Mrs Champion	free
School prospectus	Hard copy available from college Through the website	£1 free
Annual Report / school profile	Available on the college website	free

Staffing structure	Request through the admin manager Mrs Champion Also available on college website/supplement	free
School session times and term dates	Available on the college website	
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	(hard copy and/or website)	
Annual budget plan and financial statements	Request through the admin manager Mrs Champion	50p
Capitalised funding	Request through the admin manager Mrs Champion	50p
Additional funding	Request through the admin manager Mrs Champion	50p
Procurement and projects	Request through the admin manager Mrs Champion	free
Pay policy	Available on the college website/Policies	free
Staffing and grading structure	Request through the admin manager Mrs Champion	free
Governors' allowances	Request through the admin manager Mrs Champion	free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Available on college website www.ofsted.gov.uk	free
Performance management policy and procedures adopted by the governing body.	Available on the college website/policies	free
Schools future plans / Development Plan	Request through the admin manager Mrs Champion	£2
Every Child Matters – policies and procedures	Request through the admin manager Mrs Champion	£1
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Available on college website/policies	free
Agendas of meetings of the governing body and (if held) its sub-committees	Request through the admin	free

	manager Mrs Champion	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Request through the admin manager Mrs Champion	Photo copy charge
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	All available through the college website/policies	free
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	All available through the college website/policies	free
Records management and personal data policies, including:	Available from Admin	Photo

<ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Manager Mrs Champion	copy charge
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	All available through the college website/policies	free
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Also available on college website	
Disclosure logs	Also available on college website	
Asset register	Also available on college website	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	(hard copy or website; some information may only be available by inspection)	

Current information only		
Extra-curricular activities	All available through the college website	free
Out of school clubs	All available through the college website	free
School publications	All available through the college website	free
Services for which the school is entitled to recover a fee, together with those fees	Enquire through Admin manager Mrs Champion	
Leaflets books and newsletters	All available through the college website	free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Multi Media prospectus	All available through the college website	free
College Newsletters produced 6 times annually	Available through the college website	free

Contact details:

Mrs Champion

Haven High Technology College

Phone: 01205 311979

Fax: 01205 362850

Web. www.hhtc.org.uk email phn@hhtc.org.uk

