



Publication Scheme

This publication scheme commits Westwood 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 us. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Westwood College:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by us and falls within the classifications below;
- To specify the information which is held by us 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 this scheme;
- To 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;
- To review and update on a regular basis the information we make 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

Organisational information, locations and contacts, constitutional and legal governance:

- Instrument of Government
- College Prospectus
- Board of Governors
- College Session Times and Term Dates
- Location and Contact Information

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts:

- Annual income and expenditure returns
- Standing Orders for Contracts
- College Pay Policy
- Organisation Structures
- Governors Allowances

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews:

- School Profile
- Performance Management Policy
- Strategic Development Plan
- Child Protection Policy

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations:

- Admissions Policy
- Minutes of meetings of the Governing Body and sub-committees

Our policies and procedures

Current written protocols for delivering our functions and responsibilities:

- College Policies and Written Procedures

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the College:

- Curriculum details
- Disclosure logs
- Asset Register

The Services we Offer

Advice and guidance, booklets and leaflets, newsletters. A description of the services offered:

- Westwood News
- College Counsellor

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 METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

Westwood College will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within our capability and appropriate, information will be provided on our website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the individual may make a written request for hard copies of the information to:

The Business Manager
Westwood College
Leek
Staffordshire
ST13 8NP

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 Westwood 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.

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED 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 Westwood 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.

WRITTEN REQUESTS

Information held by Westwood College 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.