Name of Policy:	**Freedom of Information & Publication Scheme**
Last Approved:	June 2021
Approved By:	Governors
Owner:	Data Protection Officer

FREEDOM OF INFORMATION

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.

Other requests for information
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. Long Road Sixth Form College 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. For 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.

Classes and categories of information
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.

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.

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.

How we make decisions
Classes in this section cover 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.

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.

Lists and registers.

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

The service we offer.

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

PUBLICATION SCHEME – PART ONE

1.   Legal requirement

1.1   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.

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

2.   What is a publication scheme?

2.1   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.

2.2   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.

3.   The 'model' publication scheme for colleges of further education

3.1   Long Road Sixth Form College 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.

3.2   This model is designed for Universities/Further Education and Sixth Form Colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional

classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

4. Who we are

Long Road Sixth Form College is a high quality 16+ education institution, dedicated to the pursuit of excellence in a caring environment. We specialise in the provision of academic and general vocational courses for 16-19 year old full-time students.

- Any reference to the College website in this Publication Scheme refers to www.longroad.ac.uk.

5. Accessing information covered by the publication scheme

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

5.2   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.

5.3   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.

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

- o Support papers for governing body and committee meetings (that are not considered confidential)
- o 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 at www.longroad.ac.uk

The Clerk can be contacted at:

Clerk to the Corporation

Long Road Sixth Form College

Cambridge CB2 8PX

Tel: 01223 631100

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.

- o Personal or sensitive information relating to an individual
- o Information provided in confidence by a third party who has not authorised its disclosure
- o Financial or other information relating to procurement decisions, including that relating to the college negotiating position
- o Information relating to the negotiating position of the college in industrial relations matters
- o 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
- o Legal advice received from or instructions given to the college legal advisors
- o 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 in section 5.3 by contacting the :

Data Protection Officer
Long Road Sixth Form College,
Cambridge, CB2 8PX
Tel: 01223 631100

5.4   The copyright in the material listed in this Publication Scheme is owned by Long Road Sixth Form College unless otherwise stated.

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

6.   What about information not covered by the publication scheme?

6.1   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.

6.2   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 in section 5.2 above.

6.3   You can request paper copies of items of information not in the publication scheme by contacting the College Administration Manager at the address in section 5.3 above.

7.   Feedback

7.1   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:

**Data Protection Officer,
Long Road Sixth Form College,
Cambridge, CB2 8PX**

7.2   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**

8.   Further Information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

https://www.ico.gov.uk/

PUBLICATION SCHEME: PART TWO

1. 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 as 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:

1. Governance. Who we are and what we do
2. Financial Resources. What we spend and how we spend it
3. Human resources. What our priorities are and how we are doing
4. Physical Resources. How we make decisions
5. Student administration and Support. Our policies and procedures
6. Information Services. Lists and registers
7. Teaching and Learning. The services we offer
8. External Relations

The columns used in this Publication Scheme (PS) are shown below:

Class
The type of information that fits in this class.

Description
A brief description to aid the public in understanding the type of information.

1. Governance

Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. 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 institution or that may threaten the health and safety of specific individuals.

Class	Description		
1.1	**Legal Framework**	• Legal status - conferred by the Further and Higher Education Act 1992 • Instrument and Articles of Governance	http://www.legislation.hmso.gov.uk/acts.htm Available from Clerk to the Governors
1.2	**How the College is organised and Management structure**	This class contains information relating to the structure of the College's governing body: • 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 • Procedure on whistleblowing • Support papers for governing body and committee meetings (that are not considered confidential) Standing orders for the Corporation (includes terms of reference for other committees of the Corporation) • College structure chart	Available from Clerk to the Governors

		• Terms of reference for the Leadership Team and Curriculum Management Groups	
			Available from Data Protection Officer
1.3	**Information on the institutional context**	• Mission statement • Development Plan	Available from Data Protection Officer
1.4	**Information relating to organisations it works in partnership with and any companies wholly owned by it**	This class includes information on how the college works in partnership with the Cambridge Area Partnership (CAP) of 11-16 schools, 11-18 schools, sixth form colleges and further education colleges, to plan and manage 16-19 curriculum developments, guidance and transition to post-16 education and training.	Available from Data Protection Officer

1.5	**Location and contact details**	The location of the college is on the college website www.longroad.ac.uk and the prospectus. Contact details are on the college website and in part one, section 5.3 of this Publication Scheme above.	
1.6	**Student activities**	This class includes information relating to the structure and functioning of the Student Community: - Student Committee Constitution	Available from Data Protection Officer

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	Description	
2.1	Funding/ Income	This class includes information on sources of funding and income; endowment and investment income and strategy. Funding is received from the Education Funding Agency. Income is received from fees, lettings, grants, college fund and treasury management. • see section 2.2 Annual Report and Consolidated Financial Statements below. and information relating to tuition fees for UK students, EU students and other international students, including information on when tuition fees will be payable and how to pay: • Tuition fees policy (Most Long Road students under the age of 19 do not pay tuition fees). • College Fund – letter to parents
2.2	Budgetary and account information	This class includes information on annual statement of accounts, budget and actual spending, capital and revenue budgets, for current and previous two financial years • Annual Report and Consolidated Financial Statements
2.3	Finance audit reports	This class includes reports relating to : • Financial audit reports

2.4	Capital Programme	This class includes information on plans for major capital expenditure. • see section 2.2 Annual Report and Consolidated Financial Statements above • Property Strategy
2.5	Financial regulations and procedures	This class includes policies and procedures relating to: • 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 • Course cost charging policy
2.6	Staff pay and grading structures	For information about the remuneration of senior staff see section 2.2 Annual Report and Consolidated Financial Statements above.
2.7	Register of suppliers	This class includes details of major suppliers used by the college. • Register of suppliers
2.8	Procurement and tender procedures and reports	For information about procurement and tender procedures see section 2.5 above.

2.9	Contracts	This class includes details of contracts that have gone through the college formal tendering process. • College contracts

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	Description
3.1	Annual report	This class includes information about standards, teaching & learning, curriculum, guidance, leadership & management • Annual Self-assessment Report • Annual Operational Plan • Examination results • Student destinations
3.2	Corporate and business plans	This class includes information about plans for the curriculum, the learning and teaching strategy and the leadership & management of the college including the development of human and physical resources • Three-year Development Plan • Mission statement
3.3	Teaching and learning strategy	This class includes information on developments in teaching and learning. • Learner engagement strategy • Assessment policy • Examination entry policy and procedures • List of external examination bodies with website addresses • Enrichment • Trips and educational activities policy
3.4	Academic quality and standards	This class includes information about the College's internal procedures for assuring academic quality and standards: • Classroom observation policy • Quality strategy For qualitative data on the quality and standards of learning and teaching, see section 3.1 Annual Self-assessment Report above

3.5	External review information	This class includes information of inspections and other reports. • Ofsted inspection reports, www.ofsted.gov.uk Programme approval and review is conducted by members of the SMT.
3.6	Corporate relations	This class includes information about links with employers and the community. • College newsletters
3.7	Government and regulatory reports	This class includes information about external reports on the college. • Department for Education Achievement and Attainment Tables

4. HOW WE MAKE DECISIONS

Classes in this section cover 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	Description
4.1	Minutes from governing body, council, academic boards and steering groups	This class includes information about discussions and decisions by major bodies and groups. • For minutes of the governing body, please see section 1.2 above. Academic board and steering group minutes are those minutes of : • Leadership Team The college does not have a council.
4.2	Teaching and learning committee minutes	This class includes information about discussions and decisions about teaching and learning. • Minutes of Curriculum Management Group
4.3	Minutes of staff/ students consultation meetings	This class includes information about discussions with staff and students. • Minutes of Joint Union and Management Consultative Committee

4.4	Appointment committees and procedures	This class includes information about procedures for appointing governors and staff.
		• Search committee procedures
		• Recruitment policies and procedures

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	Description
5.1	Policies and procedures for conducting college business	This class includes information on codes of practice, memorandum of understanding, procedural rules and standing orders. • See section 1.2 How the Institution is Organised above • Freedom of Information: Protocol for Dealing with Requests • Staff guidance for copying
5.2	Procedures and policies relating to academic services	This class includes information on teaching and learning, quality and standards. • See sections 3.3 Teaching and Learning Strategy and 3.4 Academic Quality and Standards above.

5.3	Procedures and policies relating to student services	This class includes information on the administration and progression of students, guidance and support. • Admissions policy • Physical restraint of students • Student 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 • Single equality scheme • Student harassment policy • 16-19 bursary fund letter and application form
5.4	Procedures and policies relating to human resources	This class includes information on the management of staff, including terms and conditions of service. • Capability procedure • Disciplinary procedure • Grievance procedure • Health and safety policy and procedures • Joint Union Management Consultative Committee (JUMCC) Terms of Reference • Pay policy • Managing staff absence policy • Redundancy procedure • Special leave policy • Staff code of conduct • Staff harassment policy • Support staff annual leave policy • Support staff additional working policy • Continuous Professional Development • Induction of new staff • Performance Review and Development

5.5	Procedures and policies relating to recruitment	This class includes information about recruitment of staff. • Recruitment policies and procedures
5.6	Code of conduct for members of governing bodies	This class includes information about the conduct of governors. • Code of conduct • Register of interests
5.7	Equality and diversity	This class includes information relating to equal opportunities and diversity. • The Single Equality Scheme • Equal Opportunities and Diversity Annual Report
5.8	Health and Safety	This class includes information about policies to safeguard students and staff. • Health and safety policy and procedures • Safeguarding Policy • Safeguarding Annual report
5.9	Estate management	This class includes information on estates strategy and plan; grounds and buildings maintenance. • Property Strategy • Policy on recycling • Policy on disposal of waste

5.10	Complaints policies and procedures	This class includes information on how students, parents, staff, members of the public organisations can raise complaints. • see Part 1 section 5.3 of this Publication Scheme above • Complaints procedure • Procedure on whistleblowing
5.11	Records management and personal data policies	This class includes information on access to information and data security. • Data Protection Policy – this includes information on the Data Protection Act, security, retention and access to archives • Young People Protection and Use of the Internet Policy – this includes guidelines for safe use of the internet and other electronic forms of communication by students • Policy on the use of CCTV Access to the College computer network: • IT acceptable use policy for students • IT acceptable use policy for staff • Permission to use own laptop Reference is made to the JANET Acceptable Use Policy – for more information refer to JISC website www.ja.net/documents/use.html • Charter for system and network administrators – this document outlines the actions which authorised administrators may expect to perform on a routine basis, and the responsibilities which they bear to protect information belonging to others.

5.12	Charging regimes and policies	This class includes information of fees and charges. • See part one, section 5.2 of this Publication Scheme above • See section 7.5 Fees and Charges below

6. LISTS AND REGISTERS

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

	Class	Description
6.1	Any information we are currently legally required to hold in publicly available registers	This class includes information held in registers open to the public. • Register of members (Governing Body) • See section 5.6 Register of interests for members of governing body
6.2	Asset registers	This class includes information about major college assets. • Capital assets register

	Class	Description
6.3	Disclosure logs	This class includes details of information which has been provided on request. Disclosure records (other than those to which an exemption applies)

7. THE SERVICE WE OFFER

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

	Class	Description
7.1	Prospectus and course content	This class includes information about courses at the college, term dates and events. - Prospectus and course information - Academic term dates - Forthcoming events All are available on the College website www.longroad.ac.uk and in paper copy.
7.2	Health advice	This class includes information about health advice. Health advice is available at the college and from Centre 33 and health professionals who have links with the college. First aid personnel can be contacted via reception.

7.3	Careers advice	This class includes information about careers support. • Careers education and guidance policy
7.4	Chaplaincy services	The college does not have the services of a chaplain.
7.5	Services for which the college is entitled to recover a fee together with those fees	This class includes information about fees and hire charges for using college facilities. • Course Costs Charging Policy • Course Costs Information Tuition fees policy (Most Long Road students under the age of 19 do not pay tuition fees.)
7.6	Sports and recreational facilities	This class of information includes details of facilities for students and staff. • The college has a sports hall and fitness gym open to students and staff of the college.
7.7	Museums, libraries, special collections and archives	This class includes information of collections held by the college. • The College currently holds no special collections apart from the Learning Resource Centre stock, whose catalogue is available to view on request.
7.8	Conference facilities	This class includes information on conditions of hire of the College premises. • See section 7.5 above for information relating to conditions of hire of the College premises

7.9	Advice and guidance	This class of information includes information about student advice and guidance.
7.10	Local campaigns	This class includes information about campaigns led by the post 16 Principals in Cambridge, SFCF or the AoC.
7.11	Media releases	This class includes information of press releases. • Recent press releases are available on the College website and in college newsletters.