



FREEDOM OF INFORMATION POLICY, PROCEDURES & PUBLICATION SCHEME

Section One: Freedom of Information Policy and Procedures

An Introduction to Freedom of Information

Woking College is fully committed to meeting its obligations under the Freedom of Information Act 2000. Woking College is a state-funded sixth form college whose main focus is the education of approximately 1700 full-time students aged between 16 and 19 years. The College also provides opportunities for adult education in foreign languages (ESOL) as well as GCSE English and Maths. The College is funded predominantly by the Education and Skills Funding Authority (ESFA).

The Freedom of Information Act is intended to promote a culture of openness and accountability amongst public sector bodies by providing people with rights of access to the information held by them. It is expected that these rights will facilitate better public understanding of how public authorities carry out their duties, why they make the decisions they do and how they spend public money.

Legal requirement

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

What is a publication scheme?

A publication scheme describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make the information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, as this will change as new information is published or existing material is revised. It is, however, the public authority's commitment to make available the information described.

The 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.

Accessing information covered by the publication scheme

The classes of information we publish are described in the publication scheme.

We hope you will be able to find as much information as possible on our College website (www.woking.ac.uk) which can be instantly downloaded, free of charge. However, if the information you would like is not available here, then please contact us as follows:

Email – dpo@woking.ac.uk

Telephone – 01483 761036 – asking to speak to the data protection officer

Address – Data Protection Officer, Woking College, Rydens Way, Woking, Surrey. GU22 9DL.

What about information not covered by the publication scheme?

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.

Will I have to pay for the information?

We intend to make as much information as possible available on our College website for your convenience. This will increase as our website is updated and developed further.

We will also try to provide information for free via email if it is easily available within the college systems. Single copies of information, easily available within the college, will be provided, by post, free of charge. We will only charge you for information if:

- your request means that we have to do a lot of photocopying or printing
- the cost of postage is large
- your request requires staff time to gather or collate the information
- your request is for a priced item such as some printed publications or videos

We will contact you to let you know if there will be a charge for providing the information you requested.

How long will it take to receive this information?

We will acknowledge that we have received your request within 7 working days. Information will be provided to you within 20 working days of your request being made. Should a charge need to be made to provide the information, we will ensure that you receive the information requested within 14 days of payment being received. Some information might be confidential or otherwise exempt from the publication by law (such as data protection information and safeguarding information); if this is the case we will let you know within 7 working days. To find out more about the type of information that we are unlikely to provide please look at part 2 of the Freedom of Information Act 2000.

Complaints

If you have any questions, comments or complaints about this scheme, you should send them in writing to The Deputy Principal, Woking College, Rydens Way, Woking, Surrey. GU22 9DL.

If we are unable to resolve your query, you can complain to the Information Commissioner, the independent body which oversees the Freedom of Information Act, using the following details:

Website - <http://www.ico.gov.uk/make-a-complaint>

Post - Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Email – mail@ico.gsi.gov.uk

Telephone – 01625 545700

Vexacious requests

The College reserves the right to deal with Freedom of Information requests it judges to be vexatious under Section 14 of the Freedom of Information Act 2000.

Section Two : Publication Scheme for Woking College

Class 1 – Who we are and what we do

This class contains information relating to how the college was established and its standing from a legal point of view.

	Class	Description	Manner
1.1	Legal framework	<p>Woking College has a legal basis, which forms its legal status as a Sixth Form College. This legal status has been obtained in a variety of ways including Instruments and Articles of Government, Charter and Acts of Parliament including:</p> <ul style="list-style-type: none"> • The Education Reform Act 1988, • The Further and Higher Education Act 1992 • The Academies Act 2010. 	<p>HMSO www.legislation.gov.uk HMSO www.legislation.gov.uk HMSO www.legislation.gov.uk</p>
1.2	How Woking College is organised	<ul style="list-style-type: none"> • Organisational structure charts of Trustees, SLT, curriculum departments and support staff • Governance including trustee and member details, codes of conduct for members, committee structures, terms of reference and mode of operation, code of practice for any elections and committee procedures and minutes/papers of Trustee and committee meetings • Management structure 	<p>College website College website College website</p>
1.3	Information on the College context	<ul style="list-style-type: none"> • The College's mission statement • The approach to Quality Assurance, Policies and Procedures • The College's learning and teaching strategy and periodic reviews of progress 	<p>College website College website College website</p>
1.4	Location and contact details	<ul style="list-style-type: none"> • Map of main college site • Address and contact details 	<p>College website College website</p>
1.5	History	<ul style="list-style-type: none"> • Archived photos and other information 	<p>Hard copy</p>
1.6	Student activities	<ul style="list-style-type: none"> • Terms of reference of Student Union (SU) • Minutes of SU meetings • List of SU officers • SU constitution 	<p>Student intranet Student intranet Student intranet Student intranet</p>

Class 2 – What we spend and how we spend it

This section covers information on Woking College's strategy and management of financial resources. Information that may damage Woking College's commercial interests will be excluded from publication as will personal information relating to members of staff and students.

	Class	Description	Manner
2.1	Funding/income	<ul style="list-style-type: none"> • ESFA income • Lettings income • Donations from parents • Any other sources of income 	Annual financial report Annual financial report Annual financial report Annual financial report
2.2	Budgetary and account information; Expenditure	<ul style="list-style-type: none"> • Annual report and financial statements • College budget • Business procedures • Two-year financial forecasts • Details of items of expenditure over £15k 	College Executive College Executive College Executive College Executive College Executive
2.3	Financial audit reports	<ul style="list-style-type: none"> • Internal audit reports • External audit management letter • Performance indicators for internal and external audit 	College Executive College Executive College Executive
2.4	Capital programme	<ul style="list-style-type: none"> • Plans and planning applications • Funding approval 	College Executive College Executive
2.5	Financial regulations, policies and procedures	<ul style="list-style-type: none"> • Annual accounts and budgets • Strategic plan • Property strategy • Financial objectives • Investment policy 	Annual financial report College website College Executive College Executive College Executive
2.6	Staff pay and grading structure	<ul style="list-style-type: none"> • Senior postholders salaries • Teaching staff pay spine • Support staff pay spine 	Annual financial report SFCA teacher pay scales SFCA support staff pay scales
2.7	Staff allowances and expenses	<ul style="list-style-type: none"> • Details of allowances and expenses • Total allowances/expenses paid to senior postholders 	Annual financial report Annual financial report
2.8	Trustee's allowances	<ul style="list-style-type: none"> • Details of allowances or expenses that can be claimed or incurred • Record of total payments made to individual trustees 	Annual financial report Annual financial report
2.9	Suppliers	<ul style="list-style-type: none"> • Register of suppliers 	College Executive
2.10	Procurement and tender procedures and reports	<ul style="list-style-type: none"> • Business procedures 	College Executive
2.11	Contracts	<ul style="list-style-type: none"> • All contracts relating to significant capital projects 	College Executive

Class 3 – What our priorities are and how we are doing

This section provides details on our strategic planning, assessments, inspections and reviews.

	Class	Description	Manner
3.1	Annual report	<ul style="list-style-type: none"> Annual report 	Annual financial report
3.2	Corporate and business plans	<ul style="list-style-type: none"> Strategic plan College Development plan 	College website College Executive
3.3	Teaching and learning strategies	<ul style="list-style-type: none"> Self-assessment report Teaching and learning strategy 	College Executive College website
3.4	Academic quality and standards	<ul style="list-style-type: none"> Self-assessment report Quality improvement plan Student retention, achievement and value-added data Departmental assessment policy Suitability of accommodation, equipment and facilities for teaching and learning External benchmarking Student and parent satisfaction surveys 	College Executive College Executive College Executive College website College Executive College Executive College Executive
3.5	External review information	<ul style="list-style-type: none"> Annual monitoring and review processes Ofsted inspection report 	Ofsted monitoring letter College website/Ofsted
3.6	Government and regulatory reports	<ul style="list-style-type: none"> Returns to the ESFA Ofsted inspection report 	College Executive College website/Ofsted

Class 4 – How we make decisions

This section provides details on our Board and committee structure and decision making process.

	Class	Description	Manner
4.1	Structure	<ul style="list-style-type: none"> • Governance • Academy Trust Board • Articles of Association • Terms of Reference – Academy Trust and Committees • Board of Trustee minutes – current and archive • Complaints procedure 	College website College website College Executive College Executive College website College website
4.2	Corporate and business plans	<ul style="list-style-type: none"> • Strategic plan • College Development plan 	College website College Executive
4.3	Teaching and learning strategies	<ul style="list-style-type: none"> • Self-assessment report • Teaching and learning strategy 	College Executive College website
4.4	Academic quality and standards	<ul style="list-style-type: none"> • Self-assessment report • Quality improvement plan • Student retention, achievement and value-added data • Departmental assessment policy • Suitability of accommodation, equipment and facilities for teaching and learning • External benchmarking • Student and parent satisfaction surveys 	College Executive College Executive College Executive College website College Executive College Executive College Executive
4.5	External review information	<ul style="list-style-type: none"> • Annual monitoring and review processes • Ofsted inspection report 	Ofsted monitoring letter College website/Ofsted
4.6	Government and regulatory reports	<ul style="list-style-type: none"> • Returns to the ESFA • Ofsted inspection report 	College Executive College website/Ofsted

Class 5 – Our policies and procedures

This section covers written protocols for delivering our functions and responsibilities. Information relating to individual members of staff and students is restricted in accordance with our Data Protection Policy which embodies the provisions of the EU GDPR Regulations 2018.

	Class	Description	Manner
5.1	Policies, procedures and processes for conducting College business	<ul style="list-style-type: none"> • Strategic plan • Operational quality plan • Complaints policy and appeals procedures • Disaster recovery plan • Environmental policy • Risk management policy • Marketing policy including social media policy • Health and Safety policy and procedures • Communications policy • Freedom of information policy 	<ul style="list-style-type: none"> • College website • College Executive • College website • College Executive • College website • College Executive • College website • College website • College website • College website
5.2	Policies, procedures and processes relating to academic services	<ul style="list-style-type: none"> • College prospectus including information on available qualifications, course entry requirements, external exams and course specifications. • Exams and external assessment policies • Internal assessment appeals policy and procedures • Coursework and NEA procedures • Student academic support policy 	<ul style="list-style-type: none"> • College website • College website • College website • College website
5.3	Policies, procedures and processes relating to student services	<ul style="list-style-type: none"> • Admissions procedures and documentation • Enrolment procedures and documentation • College Charter/Code of Conduct • Student and Parent Handbooks • Learning support and SEND policy and documentation • Other services including LRC, IT support, College Counsellors and Careers guidance • College clubs and societies 	<ul style="list-style-type: none"> • College website • College website • College website • College website • College website • College website • College website
5.4	Policies, procedures and processes relating to human resources and recruitment	<ul style="list-style-type: none"> • Staff contracts and conditions of service including induction and probation procedures • Safer recruitment procedures • Staff disciplinary, capability and grievance procedures • Whistle-blowing/confidential reporting policy • Pay policy • Staff absence policy and procedures • Directed time guidelines and expectations • Maternity and paternity policy • Staff code of conduct • Staff development policy • Staff recruitment policy and guidelines 	<ul style="list-style-type: none"> • College Executive • College website • College Executive • College website • College Executive • College Executive • College Executive • College Executive • College Executive • College Executive • College Executive
5.5	Code of conduct for members of the Trustee Board	<ul style="list-style-type: none"> • Code of conduct for Trustees 	<ul style="list-style-type: none"> • College Executive
5.6	Equality and diversity	<ul style="list-style-type: none"> • Equality, diversity and inclusion policy • Annual Public Sector Equality Duty report 	<ul style="list-style-type: none"> • College website • College website

5.7	Security, Health and Safety	<ul style="list-style-type: none"> • Security, Health and Safety policy and procedures • Fire evacuation procedures 	College website College Executive
5.8	Estate Management	<ul style="list-style-type: none"> • Property strategy • Planned maintenance plan • Business procedures 	College Executive College Executive College Executive
5.9	Safeguarding and child protection	<ul style="list-style-type: none"> • Safeguarding and child protection policy • Prevent strategy 	College website College website
5.10	Financial management	<ul style="list-style-type: none"> • See Class 2 above 	
5.11	Records management and personal data policies	<ul style="list-style-type: none"> • Data protection and GDPR policy • Data retention policy • CCTV monitoring • Freedom of information policy 	College website College website College Executive College website
5.12	Charging regimes and policies	<ul style="list-style-type: none"> • Student charging policy • Financial support and bursary policies 	College website Student intranet

Class 6 – Lists and registers

This section covers information we hold relating to administration and progression of our students from admission to course completion, including student support services. It also includes information relating to staff. Information available within this section does not include specific student or staff personal details, by virtue of being personal information.

	Class	Description	Manner
6.1	Information on student admission, progression and completion	<ul style="list-style-type: none"> • Admissions policy • Exams policies • Access arrangements policy • Exam results data • Careers guidance • Newsletters 	<ul style="list-style-type: none"> • College website • College website • College website • College website • Student intranet • Student intranet
6.2	Data protection	<ul style="list-style-type: none"> • Data protection policy 	College website
6.3	Staff information	<ul style="list-style-type: none"> • Analysis of staff by gender, ethnicity, age, full-time/part-time and sickness absence 	College Executive
6.4	Asset register	<ul style="list-style-type: none"> • College asset register 	College Executive
6.5	CCTV	<ul style="list-style-type: none"> • Details of location of CCTV cameras • Policies relating to storage, retaining and sharing of CCTV images and footage with third party organisations 	College Executive College Executive
6.6	Register of interests	<ul style="list-style-type: none"> • Declaration of interests for senior staff and trustees • Register of gifts and hospitality 	College Executive College Executive

Class 7 – The services we offer

This section covers information we hold relating to administration and progression of our students from admission to course completion, including student support services. It also includes information relating to staff. Information available within this section does not include specific student or staff personal details, by virtue of being personal information.

	Class	Description	Manner
7.1	Courses	<ul style="list-style-type: none"> • Course details • Term dates • Prospectus • Course leaflets 	College website College website College website College website
7.2	Student learning support services	<ul style="list-style-type: none"> • Learning and study support • Bursary fund 	College website College website
7.3	Policies with regard to data and services	<ul style="list-style-type: none"> • Data protection policy and statement • Disaster recovery plan • Freedom of information policy and publication scheme 	College website College Executive College website
7.4	Media releases and marketing	<ul style="list-style-type: none"> • Publicity information circulated to local newspapers • Newsletters 	College Executive College website
7.5	Facilities	<ul style="list-style-type: none"> • Facilities for hire, conditions of hire and charges 	College website

Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

Questions for all Policies Is it likely that the Policy Revision could have a negative impact:-		Please Tick Box	
		YES	NO
1.	On minority ethnic groups?		X
2.	Due to gender?		X
3.	Due to disability?		X
4.	Due to sexual orientation?		X
5.	Due to their religious beliefs (or none)?		X
6.	On people due to them being transgender or transsexual?		X
Additional questions for Policies relating to Staff Is it likely that the Policy Revision could have a negative impact:-			
7.	On people due to their age?		X
8.	On people due to their marital or civil partnership status?		X
9.	On people with dependants/caring responsibilities?		X

Date of Review October 2024 Did you make changes?

X	
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If YES please speak with The Assistant Principal as a full Equality Analysis may be required.

NRA/Freedom of Information Policy: Oct 2024
Last reviewed: Oct 2024
Next review: Oct 2027