

# **Freedom of Information Publication Scheme**



## **Saffron Valley Collegiate**

**Formally adopted by Management  
Committee  
March 2016**

**Reviewed: March 2021**

**Review: When regulations change or every three  
years**

**This Policy is written in the context of and with regard to the statements below:**

### **The Saffron Valley Collegiate**

#### **MISSION STATEMENT**

The Saffron Valley Collegiate seek to provide a personalised educational experience that identifies and responds to the circumstances and needs of each individual young person and in doing so will enable them to fulfil their potential and become successful young people.

#### **EQUALITIES STATEMENT**

All who work at The Saffron Valley Collegiate are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all its forms.

These values are explicit to the ethos of the Saffron Valley Collegiate and implicit in all policies and practices.

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

The scheme commits Saffron Valley Collegiate:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Saffron Valley Collegiate and falls within the classifications below.
- To specify the information which is held by Saffron Valley Collegiate 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 Saffron Valley Collegiate 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.**

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

### **What we spend and how we spend it.**

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

### **What our priorities are and how we are doing.**

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

### **How we make decisions.**

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

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of Saffron Valley Collegiate.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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**

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

Where it is within the capability of Saffron Valley Collegiate, information will be provided on the 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, Saffron Valley Collegiate will indicate how information can be obtained by other means and provide it by those means.

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 Saffron Valley Collegiate 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 Saffron Valley Collegiate 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 Saffron Valley Collegiate 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.

## **Contact Details**

If you require a paper version of any information, or want to ask whether information is available, please contact Saffron Valley Collegiate directly by telephone, email or letter. Contact details are set out below, or you can visit Saffron Valley Collegiate's website ([www.saffronvalleycollegiate.co.uk](http://www.saffronvalleycollegiate.co.uk)).

Telephone: 020 3252 2020  
Email: [astrid.searle@saffronvalleycollegiate.co.uk](mailto:astrid.searle@saffronvalleycollegiate.co.uk)  
Registered address: Saffron Valley Collegiate  
KS4 South  
279 High Street  
Croydon  
CR0 1QH

To help us process requests quickly, any correspondence should be clearly marked 'Publication Scheme Request'.

### **Monitoring, evaluation and review**

Saffron Valley Collegiate will review this Scheme at least every three years and assess its implementation and effectiveness.

## Freedom of Information

### Guide to information available from Saffron Valley Collegiate under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do</b> Organisational information, structures, locations and contacts This will be current information only		
School staff and structure – names of key personnel	Website	No charge
Management Committee – names and contact details of the members and the basis of their appointment	Website	No charge
Location and contact information – address and telephone number	Website	No charge
Contact details for the head teacher and management committee	Website	No charge
<b>What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy	Schedule of charges
Capital funding	Hard copy	Schedule of charges
Financial audit reports	Croydon LA website	No charge
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Croydon LA website	No charge
Additional funding	Hard copy	Schedule of charges
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy	Schedule of charges
Pay policy	Hard copy	Schedule of charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	Schedule of charges
Staffing, pay and grading structure. As a	Hard copy	Schedule of

minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.		charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	Schedule of charges
<p><b>What our priorities are and we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>The latest Ofsted <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website	No charge
Performance management policy and procedures adopted by the governing body.	Hard copy	Schedule of charges
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy	Schedule of charges
Safeguarding and child protection	Website	No charge
<p><b>How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy	Schedule of Charges
<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for</p>		



Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.		
<p>School Policies including:</p> <ul style="list-style-type: none"> <li>• Charging Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> </ul>	Website or hardcopy	No charge or Schedule of Charges
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Acceptable Use of the Internet and Related Technologies</li> <li>• Accessibility Policy</li> <li>• Assessment Policy</li> <li>• Attendance Policy</li> <li>• Behaviour for Learning Policy</li> <li>• Educating Pupils with Medical Needs Policy</li> <li>• Educational Visits Policy</li> <li>• Exam Policy</li> <li>• Exam Word Processing Policy</li> <li>• Exam - Disability Policy</li> <li>• Management of Drugs Policy</li> <li>• Managing Violence and the Threat of Violence Policy</li> <li>• Online Safety Policy</li> <li>• Prevent Policy</li> <li>• Pupil Premium Policy</li> <li>• PHSE Policy</li> <li>• Safeguarding Policy</li> <li>• SEND Policy</li> </ul>	Website	No charge
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard copy	Schedule of Charges
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p>	Hard copy	Schedule of Charges
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should</p>	Hard copy	Schedule of

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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").		Charges
<b>Lists and Registers</b>		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard copy	Schedule of Charges
Disclosure logs	Hard copy	Schedule of Charges
Asset register	Hard copy	Schedule of Charges
<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
n/a	n/a	n/a

### Schedule of Charges

This describes how the charges will be applied

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying / printing @ 1p per side A4 (b/w)	Actual cost incurred by Saffron Valley Collegiate
	Photocopying / printing @ 5p per side A4 (b/w)	Actual cost incurred by Saffron Valley Collegiate
	Postage	Actual cost incurred by Saffron Valley Collegiate
Statutory Fee	Any statutory fees applied	In accordance with relevant legislation