

**TREVI GLAS COMMUNITY COLLEGE**

Publication Scheme  
on information available under the Freedom of Information Act 2000

*The governing body is responsible for maintenance of this scheme.*

**1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained colleges, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish*
- *The manner in which the information will be published*
- *Whether the information is available free of charge or on payment*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for colleges approved by the Information Commissioner.

**2. Aims and Objectives**

The college aims to:

- provide a broad, balanced and innovative curricular experience leading to both academic achievement and an effective preparation for the skills and flexibility demanded by life during and after secondary education
- educate all our students to their potential in a caring, constructive atmosphere in which there is mutual respect and positive relationships
- develop partnerships which encourage wide support, with help from and for students, parents, staff, governors, and the wider community

and this publication scheme is a means of showing how we are pursuing these aims.

**3. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

<i>College Brochure/Live Prospectus</i>	information published in the college brochure/live prospectus
<i>Governors' Documents</i>	information published in the Governors Annual Report and in other governing body documents
<i>Students &amp; Curriculum</i>	information about policies that relate to students and the college curriculum

*College Policies and other information related to the college* - information about policies that relate to the college in general.

#### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the college by telephone, email, fax or letter. Contact details are set out below or you can visit our website at [www.treviglas.cornwall.sch.uk](http://www.treviglas.cornwall.sch.uk)

Email: [office@treviglas.cornwall.sch.uk](mailto:office@treviglas.cornwall.sch.uk)

Tel: 01637 872076

Fax:01637 876026

Contact Address: Bradley Road, Newquay, TR7 3JA

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please)

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the college to ask if we have it.

#### 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

#### 6. Classes of Information Currently Published

**\*College Prospectus** – this section sets out information published in the college prospectus available online at [www.treviglas.net](http://www.treviglas.net)

**\*no longer a statutory publication**

<b>College Prospectus</b>	<p>The statutory contents of the college prospectus are as follows (other items may be included in the live prospectus at the college's discretion): the name, address and telephone number of the college, and the type of college</p> <ul style="list-style-type: none"><li>• The college's pupil premium allocation (including its use &amp; impact on attainment)</li><li>• Our curriculum by year and by subject</li><li>• Our admission policy</li><li>• Our policies on behaviour, charging, SEN &amp; disability</li><li>• Links to Ofsted reports</li><li>• Details of, and links to our performance data</li></ul> <p>Other policies of interest are also available at <a href="http://www.treviglas.net/information/policies">www.treviglas.net/information/policies</a></p>
<b>College Brochure</b>	<p>The college brochure offers:</p> <ul style="list-style-type: none"><li>• Brief introduction/ overview of the college</li><li>• Contact information</li><li>• College ethos and aims</li></ul>

**Information relating to the governing body**– this section sets out information published governing body documents.

<b>Class</b>	<b>Description</b>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the college</li> <li>• The category of the college</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than four years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the college has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees [ <i>current and last full academic college year</i> ]

**Students & Curriculum Policies** - This section gives access to information about policies that relate to students and the college curriculum.

<b>Class</b>	<b>Description</b>
Home – college agreement	Statement of the college's aims and values, the college's responsibilities, the parental responsibilities and the college's expectations of its students, for example, Independent Study arrangements
Curriculum Policy	Statement of policy for the secular curriculum subjects and religious education and schemes of learning and syllabuses currently used by the college
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy & Effective Learning Policy	Information about the college's policy on providing for students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the college's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the college
Student Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying
Single Equality Scheme	An overarching scheme which contains all aspects of equality and diversity within the college

**College Policies and other information related to the college** - This section gives access to information about policies that relate to the college in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the college	Published report of the last inspection of the college and the summary of the report; where appropriate, inspection reports of religious education in those colleges designated as having a religious character

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection; where appropriate an action plan following inspection of religious education where the college is designated as having a religious character
Charging and Remissions Policies	A statement of the college's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example college publications, music tuition, trips
College session times and term dates	Details of college sessions and dates of college terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of college staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or governing body relating to the curriculum

## 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**  
**or Enquiry/Information Line: 01625 545 700**

**E Mail:** [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

**Website :** [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)