



**The Governing Body for Carisbrooke College and Medina College**

**Freedom of Information  
Publication Scheme for Carisbrooke College and  
Medina College**

<b>Author</b>	<b>Peter Prismall</b>
<b>Approved by</b>	<b>Resources committee</b>
<b>Date adopted</b>	<b>June 2012</b>
<b>Revision date(s)</b>	<b>January 2015 &amp; 2017</b>
<b>Review frequency</b>	<b>2 years</b>
<b>Next review</b>	<b>January 2019</b>

This publication scheme has been prepared and approved by the Information Commissioner for use by schools in England, Wales and Northern Ireland to meet their publication scheme obligations.

The Governing Body is committed complying with all legislation and advice pertaining to secondary schools in England as detailed on the ICO website at this link: [www.ico.org.uk](http://www.ico.org.uk)

Information that will be provided under this scheme is shown on the following pages, but will generally not 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.

Much of the information is already freely available on the websites for the two colleges and VI Form Campus. Where it is impracticable to make information available on a website, or when an individual does not wish to access the information by the website, written requests should be addressed to the Office Manager at the relevant college and to help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" (in **bold CAPITALS**).

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

Contacts addresses:

**Carisbrooke College**, Mountbatten Drive, Newport, Isle of Wight. PO30 5QU

Website - [www.carisbrookecollege.org.uk](http://www.carisbrookecollege.org.uk)

**Medina College**, Fairlee Road, Newport, Isle of Wight. PO30 2DX

Website - [www.medinacollege.org.uk](http://www.medinacollege.org.uk)

Information held by the colleges 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.

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. 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 made by the colleges for routinely published material will be justified and transparent and kept to a minimum. Charges are made for actual disbursements incurred such as photocopying, postage & packing and the costs directly incurred as a result of

viewing information. 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. Hard copies will be charged at 5 pence per single side of A4, and 10 pence for double sided. Postal charges will be added at the current rate.

Material which is published and accessed on a website will be provided free of charge.

## Guide to information available from Carisbrooke College and Medina College under this publication scheme

Information to be published	How the information can be obtained
<p><b>Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/ or website)
Who's who in the college and staffing structure	Hard copy
<p>Governing body:</p> <ul style="list-style-type: none"> <li>• The structure and remit of the governing body and any committees and the names of the chair of each.</li> <li>• Instrument of Government</li> </ul> <p>For each governor and associate member who has served at any point over the past 12 months:</p> <ul style="list-style-type: none"> <li>• Full names, date of appointment, term of office, who appointed them, date they stepped down (where applicable)</li> <li>• Relevant business and pecuniary interests</li> <li>• Their attendance record at governing body and committee meetings over the last academic year</li> </ul>	Hard copy and website
School session times, term dates and holidays	Hard copy and website
Location and contact information – address, telephone number, email address and website	Hard copy and website
Contact details for the Headteachers and the Governing Body	Hard copy and website
School Prospectus	Hard copy and website
Information to be published	How the information can be obtained
<p><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)</p>	Hard copy

Current budget plan and preceding financial year	Hard copy
Capital funding	Hard copy
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy
Staffing pay and grading structure. The information will include salaries for members of the Senior Leadership Team, and salary ranges for other staff	Hard copy
Pay policy	Hard copy
Staff allowances and expenses that can be incurred or claimed, with totals paid to members of the senior leadership team whose basic actual salary is at least £60,000 per annum.	Hard copy
Financial audit reports	Hard copy
Pupil Premium Grant and how we have spent it	Hard copy and website
Year 7 literacy and numeracy catch-up premium	Hard copy and website
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	(hard copy and/ or website)
<ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• Latest OfSTED report – summary and full report</li> <li>• Post OfSTED inspection action plan</li> <li>• Performance data</li> </ul>	<p>Hard copy and website</p> <p>Hard copy and website</p> <p>Hard copy</p> <p>Hard copy</p>
Performance management policy and procedures adopted by the governing body	Hard copy
Colleges' future plans – any proposals for and any consultation on the future of the college/s, such as a change in status	Hard copy
Safeguarding and child protection – policies and procedures on safeguarding and promoting the welfare of children.	Hard copy and website

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>How we make decisions</b> (Decision making processes and records of decisions)</p>	(hard copy and/ or

Current and previous three years	website)
Admissions policy including arrangements and procedures and right of appeal	Hard copy and website
Agendas and minutes of meetings of the governing body and its committee. Information that is properly considered to be private should be excluded.	Hard copy

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy and/ or website)
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Data Protection</li> <li>• Records retention, destruction and archive policies</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff capability, discipline, conduct and grievance (procedures for addressing)</li> <li>• Pay policy</li> <li>• Equality information and objectives statement</li> <li>• Teachers Performance Management</li> <li>• Governors' allowances (scheme for paying)</li> <li>• Premises management documents: asbestos, fire safety and statutory testing</li> </ul>	Hard copy and website
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Supporting pupils with medical needs</li> <li>• Accessibility plan</li> <li>• Child Protection policy and procedures (includes statement of procedures for dealing with allegations of abuse against staff)</li> <li>• Pupil behaviour</li> </ul>	Hard copy and website

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Lists and Registers</b>  Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	Hard copy
Asset register	Hard copy
Any information the colleges are currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy and website

<b>Information to be published</b>	<b>How the information can be obtained</b>
<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	(hard copy and/ or website; some information may only be available for inspection)
Extra-curricular activities	Hard copy and website
Out of school clubs	Hard copy and website
School publications, leaflets, books and newsletters	Hard copy and website
Services for which the School is entitled to recover a fee, together with those fees	Hard copy and website