



## John Ruskin College Freedom of Information Publication Scheme

Issued by: Chief Operating Officer  
Date of current issue: 6/9/2016  
Review in line with the College's Freedom of Information Policy

### 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.
- 1.3 As of January 2009, there is one approved model scheme which must be adopted by all authorities. It can be adopted by placing a link to it on the College website or otherwise making it available.

### 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 further education

- 3.1 John Ruskin College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.

- 3.2 This model is designed for further education 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.
- 3.3 The model specifies seven classes of information. These are:
- Who we are and what we do
  - What we spend and how we spend it
  - What our priorities are and how we are doing
  - How we make decisions
  - Our policies and procedures
  - Lists and registers
  - The services we offer.

#### **4. Who we are**

- 4.1 John Ruskin College is a designated Sixth form college located in South Croydon funded by the EFA and SFA that offers vocational programmes, A Level pathways, KS4 provision, and apprenticeships and traineeships. The College has approximately 900 full-time students, approximately 85% of whom are aged 16 to 18. The College has numerous partnership arrangements to maximise the breadth of its provision. Our Mission is: "John Ruskin College will respond to the skills needs of local learners, businesses and the community by providing outstanding inclusive educational programmes."

#### **5. Accessing information covered by the publication scheme**

- 5.1 The classes of information we publish are described in the second part of the publication scheme.
- 5.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.
- 5.3 We hope you will be able to find as much information as possible on our website: [www.johnruskin.ac.uk](http://www.johnruskin.ac.uk). However, if the information you require is not available on our website and you wish to request information through our publication scheme, please write to:

PA to the Principal  
John Ruskin College  
Selsdon Park Road  
South Croydon  
Surrey, CR2 8JJ

Alternatively, please send your request via email to [info@johnruskin.ac.uk](mailto:info@johnruskin.ac.uk) quoting 'FOI request' in the subject line.

5.4 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 From 1 January 2005 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 will have to be made in writing and, in general, public authorities will have 20 working days to respond. We may charge a fee, which will have to be calculated according to Fees Regulations. We will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and may also have to justify this to the Information Commissioner.

## **7. Fees**

7.1 It is our intention to make as much information as possible available on our website for your convenience. We will only charge you for information if the disbursements incurred exceed £5. Photocopying will be charged at 10p per A4 sheet but no charge will be made for the first 10 sheets provided. Colour sheets may cost more.

7.2 Charges are indicated on the Publication Scheme. We will contact you to let you know if there will be a charge for providing the information you requested. Where a charge is payable, payment must be received before we send the information requested.

7.3 Please refer to our Freedom of Information Policy, available on our website, for further details on charges.

## **8. Feedback**

8.1 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 the Publication Scheme Co-ordinator below.

PA to the Principal  
John Ruskin College  
Selsdon Park Road  
South Croydon  
Surrey, CR2 8JJ

8.2 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

### **8.3 Further information**

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

[www.ico.org.uk](http://www.ico.org.uk)

# John Ruskin College

## Freedom of Information Act Publication Scheme

### Part 1: Who we are and what we do

This section covers information relating to the organisational information, structures, locations and contacts. The information in this class is current information only.

	Class	Description	Format	Fee
1.1	Legal framework	<ul style="list-style-type: none"> <li>Instrument and Articles of Government</li> <li>Financial Memorandum</li> </ul>	Electronic Electronic	Free on Website, otherwise charges apply
1.2	How the institution is organised	<ul style="list-style-type: none"> <li>Organisation chart</li> <li>Job titles of curriculum and support staff</li> <li>Corporation members</li> <li>Corporation committees, terms of reference, members</li> <li>Corporation standing orders</li> <li>Procedures for election of Corporation members</li> <li>Minutes and papers of the Governing Body, Corporation meetings (non-confidential)</li> <li>The College's Mission Statement and strategic objectives (Three Year Development Plan)</li> </ul>	Electronic Electronic Electronic  Electronic Electronic  Electronic  Website	
1.3	Lists of and information relating to organisations we work in partnership with and any companies wholly or partially owned by us	<p>The College does not have any subsidiary companies.</p> <ul style="list-style-type: none"> <li>List of collaborative partners/sub-contractors</li> </ul>	Electronic	
1.4	Location and contact details	<ul style="list-style-type: none"> <li>Map of the College site</li> <li>Address, telephone and email</li> </ul>	Electronic Website	
1.5	Student activities	<ul style="list-style-type: none"> <li>Learner Engagement Strategy</li> <li>List of clubs and societies</li> </ul>	Electronic Electronic	

### Part 2: What we spend and how we spend it

This section covers financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

	Class	Description	Format	Fee
2.1	Funding/income	<ul style="list-style-type: none"> <li>Annual accounts including EFA/SFA income and any other sources of income</li> <li>Information on tuition fees for students, including international students</li> <li>Information on other charges to students</li> </ul>	Electronic  Website  Electronic	Free on Website, otherwise charges apply

2.2	Budgetary and account information; expenditure	<ul style="list-style-type: none"> <li>Annual accounts/financial statements</li> <li>Three year financial forecast</li> </ul>	Electronic Electronic	
2.3	Financial audit reports	<ul style="list-style-type: none"> <li>Internal audit reports</li> <li>External audit management letter</li> </ul>	Electronic Electronic	
2.4	Capital programme	<ul style="list-style-type: none"> <li>Plans for capital expenditure</li> </ul>	Electronic	
2.5	Financial regulations and procedures	<ul style="list-style-type: none"> <li>Financial regulations</li> <li>Property Strategy</li> </ul>	Electronic Electronic	
2.6	Pay Policy	<ul style="list-style-type: none"> <li>Pay Policy</li> </ul>	Electronic	
2.7	Staff pay and grading structures	<ul style="list-style-type: none"> <li>Teaching and support staff spine points/grades</li> <li>Remuneration of senior post-holders as published in annual accounts</li> </ul>	Electronic Electronic	
2.8	Staff allowances and expenses	<ul style="list-style-type: none"> <li>Total allowances / expenses paid to senior post-holders as published</li> <li>Financial Regulations</li> </ul>	Electronic Electronic	
2.9	Procurement and tender procedures and reports	<ul style="list-style-type: none"> <li>Procedures used for procurement of goods and services – Financial Regulations</li> </ul>	Electronic	

### Part 3: What our priorities are and how we are doing

This section covers information relating to strategies and plans, performance indicators, audits, inspections and reviews. Information in this class is available for the current and previous three years.

	Class	Description	Format	Fee
3.1	Planned and actual performance	<ul style="list-style-type: none"> <li>Three Year Development Plan</li> <li>Annual College and Team Self Assessment Report, including Quality Improvements Plans</li> <li>Teaching, Learning and Assessment Strategy</li> <li>Learning Observation Policy</li> <li>Ofsted inspection report (latest)</li> <li>Annual report and financial statements</li> <li>Strategic Quality Improvement Plan</li> <li>Quality Assurance Policy</li> <li>Value added data</li> <li>Retention, achievement, success rate data</li> <li>Student satisfaction survey summaries</li> </ul>	Website Electronic Electronic Electronic Electronic Electronic Electronic Electronic Electronic	Free on Website, otherwise charges apply
3.2	External review information	<ul style="list-style-type: none"> <li>Ofsted inspection report (latest)</li> <li>Business planning process</li> <li>EQR reports</li> </ul>	Website Electronic Electronic	
3.3	Corporate relations	<ul style="list-style-type: none"> <li>Three Year Development Plan</li> <li>Links with employers</li> <li>Schools Liaison Strategy</li> </ul>	Website Electronic Electronic	
3.4	Government and regulatory reports	<ul style="list-style-type: none"> <li>Ofsted inspection report (latest)</li> <li>EV reports</li> </ul>	Website Electronic	

## Part 4: How we make decisions

This section covers information on the College's decision making processes and records of decisions. Information in this class is available for the current and previous three years.

	Class	Description	Format	Fee
4.1	Minutes, agendas and papers from Corporation and committees	<ul style="list-style-type: none"> <li>Corporation Board minutes, agendas, papers (non-confidential)</li> <li>Audit Committee minutes, agendas, papers (non-confidential)</li> <li>Search Committee minutes, agendas, papers (non-confidential)</li> </ul>	Electronic Electronic Electronic	Charges apply

## Part 5: Our policies and procedures

This section covers information on current written protocols, policies and procedures for delivering our services and responsibilities

	Class	Description	Format	Fee
5.1	Policies and procedures for conducting college business	Includes: <ul style="list-style-type: none"> <li>Corporation standing orders</li> <li>Financial Regulations</li> <li>Freedom of Information Policy &amp; Publication Scheme</li> <li>Data Protection Policy</li> <li>Staff Code of Conduct</li> <li>Financial Regulations</li> <li>Compliments and Complaints Policy</li> <li>Business Continuity Plan</li> <li>Employer Engagement Strategy</li> <li>Marketing Strategy</li> <li>Subcontracting Supply-Chain Fees and Refunds Policy</li> <li>College term dates</li> </ul>	Electronic Electronic Website Website Electronic Electronic Website Electronic Electronic Electronic Website Website	Free on Website, otherwise charges apply
5.2	Policies and procedures relating to academic services	Includes: <ul style="list-style-type: none"> <li>Exams Policy</li> <li>Learning Observation Policy</li> <li>Admissions Policy</li> <li>Quality Assurance Policy and Procedures, for Assessment, Feedback &amp; Verification</li> <li>Course entry requirements (Prospectus)</li> </ul>	Electronic Electronic Website Electronic Website	
5.3	Policies and procedures relating to student services	Includes: <ul style="list-style-type: none"> <li>Admissions Policy</li> <li>Enrolment procedures/form</li> <li>Compliments and Complaints Policy and Procedures</li> <li>Learner Contract/Agreement</li> <li>Learner Disciplinary Policy and Procedures</li> <li>Student Handbook</li> <li>ALS Policy and Procedure</li> <li>Educational Trips and Visits Policy</li> <li>Safeguarding Policy and Procedure</li> </ul>	Website Website Website Electronic Website Website Website Website Website Website	





## Part 6: Lists and Registers

This section covers information contained in currently maintained lists and registers

	Class	Description	Format	Fee
6.1	Asset registers	<ul style="list-style-type: none"> <li>Location of public land and building assets and key attribute information</li> </ul>	Electronic	Charges apply
6.2	Disclosure logs	<ul style="list-style-type: none"> <li>Records indicating information that has been provided in response to requests made under the FOI Act</li> </ul>	Electronic	
6.3	Register of interests	<ul style="list-style-type: none"> <li>Corporation register of interests</li> <li>Senior post holder register of interests</li> </ul>	Electronic Electronic	

## Part 7: The services we offer

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

	Class	Description	Format	Fee
7.1	Prospectus and course content	<ul style="list-style-type: none"> <li>Prospectus</li> <li>Open day information</li> </ul>	Website Website	Free on Website, otherwise charges apply
7.2	Health advice	<ul style="list-style-type: none"> <li>Counselling and welfare services</li> </ul>	Electronic	
7.3	Funding available to students	<ul style="list-style-type: none"> <li>Bursary, grant, financial support guidance</li> </ul>	Website	
7.4	Careers advice	<ul style="list-style-type: none"> <li>Employability, Careers Education, IAG Policy</li> </ul>	Electronic	
7.5	Services for which the college is entitled to recover a fee together with those fees	<ul style="list-style-type: none"> <li>Fees and Refunds Policy</li> </ul>	Website	
7.6	Sports and recreational facilities	<ul style="list-style-type: none"> <li>Facilities lettings arrangements</li> </ul>	Electronic	
7.9	Library facilities	<ul style="list-style-type: none"> <li>Guides and availability of library services/books</li> </ul>	Electronic	
7.10	Hair & Beauty salon	<ul style="list-style-type: none"> <li>Leaflet, information on website</li> </ul>	Electronic & Website	
7.11	Advice and guidance	<ul style="list-style-type: none"> <li>Student Handbook</li> <li>Employability, Careers Education, IAG Policy</li> </ul>	Website	
7.12	Media releases	<ul style="list-style-type: none"> <li>Press releases and stories of recent events</li> <li>Newsletters</li> <li>Publicity leaflets</li> </ul>	Website & electronic	