



## Freedom of Information: Publications Scheme

This publications scheme includes publicly available documentation from the Alec Hunter Humanities College, in accordance with the requirements of the Freedom of Information Act 2000.

The purpose of the publications scheme is to make information about the College, which is a public body, readily available to the school community and the public in general as far as this is permissible, bearing in mind the constraints of other legislation, such as the Data Protection Act 1998, which safeguards the privacy of individuals and their personal information and data.

All documents listed are accessible online by clicking on the titles. If you require a paper copy of any of these documents, the College will be pleased to supply one at a cost of 10p per printed page for the photocopying costs. The actual charges per document are listed in the scheme.

Any information not listed here is either

- not held by the College;
- exempt under one of the Freedom of Information (Fol) exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- archived, out of date or otherwise inaccessible; or
- not practical or resource-intensive to prepare for routine release.

The publications scheme will be reviewed as a whole annually and updated as and when required.

Please contact the College Administration on 01376 321813, or by email at [admin@alechunter.essex.sch.uk](mailto:admin@alechunter.essex.sch.uk), if you have any queries regarding this publications scheme, or to request paper copies of any of the documents.

Please see also the College's [Freedom of Information policy and procedures document](#).

Reference number	Classification / Title	Charge for paper copy
<b>Who we are and what we do</b> - <i>Organisational information, structures, locations and contacts</i>		
1.	<b>Instrument of government</b> – <i>the document which records the name and category of the college and the name and constitution of its governing body</i>	10p
2.	<b>College prospectus</b> – <i>including the following information as a statutory requirement:</i> <ul style="list-style-type: none"> <li>- <i>information about the implementation of the governing body's policy on pupils with special educational needs (SEN).</i></li> <li>- <i>a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.</i></li> </ul>	Free
3.	<b>Governing Body</b> – <i>the names and contact details of the governors and the basis on which they have been appointed.</i>	10p
4.	<b>College session times and term dates</b>	10p
5.	<b>Location and contact information</b> – <i>the postal and email addresses, telephone number and website details for the College, together with the names of key personnel.</i>	10p

## What we spend and how we spend it

- *Financial information about projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous two years)*

Reference number	Classification / Title	Charge for paper copy
6.	<b>Annual budget plan and financial statements</b> <i>- Details of the Individual Schools Budget distributed by the Local Authority and the College's annual income and expenditure returns.</i>	Please click on the publication title on the left for further information.
7.	<b>Additional funding</b> - <i>Income generation schemes and other sources of funding, including any additional government funding and arrangements with private sector sponsors as a specialist college.</i>	Please click on the publication title on the left for further information.
8.	<b>Local Authority (LA) audit document</b>	£5.00
9.	<b>Best Value statement</b>	10p
10.	<b>Capital funding</b> - <i>Details of the capital funding allocated to the College, together with information on related building projects and other capital projects.</i>	Please click on the publication title on the left for further information.
11.	<b>Finance regulations</b> – <i>Includes operational finance procedure manual and information on procurement and contracts (Details of procedures used for the acquisition of goods and service; and details of contracts that have gone through a formal tendering process.</i>	£5.00
12.	<b>Governors' allowances</b> – <i>Details of allowances and expenses that can be claimed or incurred.</i>	Please click on the publication title on the left for further information.
13.	<b>Internal control statement</b>	10p
14.	<b>Pay policy</b> – <i>The statement of the College's policy and procedures regarding teachers' pay.</i>	£3.00
15.	<b>Staffing and grading structure</b>	10p

## What our priorities are and how we are doing

- *Strategies and plans, performance indicators, audits, inspections and reviews.*  
(Current information)

Reference number	Classification / Title	Charge for paper copy
16.	<p><b>College profile –</b></p> <ul style="list-style-type: none"> <li>○ <i>Government-supplied performance data</i></li> <li>○ <i>Summary of latest Ofsted report</i></li> <li>○ <i>Full text of latest Ofsted report</i></li> <li>○ <i>Successes during the year; areas of improvement; efforts to meet the individual needs of every child; students' health, safety and support; post-Ofsted action plan; and links with parents and the community</i></li> </ul>	50p
17.	<p><b>Performance management information</b></p> <ul style="list-style-type: none"> <li>- <i>Performance Management Policy for Teaching Staff</i></li> <li>- <i>Performance Management Policy for Support Staff</i></li> </ul>	£2.40  £2.00
18.	<p><b>College's future plans</b> - <i>Any major proposals for the future of the College, involving, for example, consultation or a change in College status. Includes the College management plan.</i></p>	£5.00
19.	<p><b>Every Child Matters / Child protection –</b> <i>The contribution of the College to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.</i></p> <ul style="list-style-type: none"> <li>- <i>Child Protection Policy</i></li> </ul>	£2.80
20.	<p><b>Governor visits policy</b></p>	10p

## How we make decisions

- *Decision-making processes and records of decisions  
(Current and previous three years)*

Reference number	Classification / Title	Charge for paper copy
21.	<p><b>Admissions policy and decisions</b> – <i>The College’s admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions are not published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) are included where this information is held by the College.</i></p> <p>- <i>Admissions Policy &amp; Procedure</i></p>	<p>10p</p> <p>(Also contained in College prospectus)</p>
22.	<p><b>Minutes of meetings of the Governing Body and its sub-committees</b> - <i>Minutes, agendas and papers considered at such meetings are published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.</i></p>	<p>Please click on the publication title on the left for further information.</p>

## Our policies and procedures

- *Current written protocols, policies and procedures for delivering our services and responsibilities  
(Current information only)*

23.	<p><b>College policies</b></p> <ul style="list-style-type: none"> <li>- <i>Capability policy (teaching and support staff)</i></li> <li>- <i>Charging &amp; remissions policy</i></li> <li>- <i>Code of conduct (incl. staff use of internet and email; whistleblowing; confidentiality; data security)</i></li> <li>- <i>Complaints policy and procedure</i></li> <li>- <i>Discipline policy</i></li> <li>- <i>Disciplinary procedures for employees</i></li> <li>- <i>Freedom of Information policy</i></li> <li>- <i>Grievance policy and procedures</i></li> <li>- <i>Harassment, bullying and victimisation policy (staff)</i></li> </ul>	<p>-</p> <p>£2.40 (support staff) / £1.70 (teaching staff)</p> <p>10p</p> <p>£2.10</p> <p>40p</p> <p>46p</p> <p>46p</p> <p>10p</p> <p>£1.80</p> <p>£2.00</p>
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	<p><b>College policies, continued</b></p> <ul style="list-style-type: none"> <li>- <i>Health &amp; safety and risk assessment policy</i> £1.60</li> <li>- <i>Leave of absence policy</i> £1.60</li> <li>- <i>Pay policy (including pay progression)</i> See item 14 above</li> <li>- <i>Probationary period policy (support staff)</i> £1.70</li> <li>- <i>Recruitment policy</i> £10.00</li> <li>- <i>Redundancy policy</i> £1.60</li> <li>- <i>Security policy</i> £3.00</li> <li>- <i>Sickness absence management policy and procedure</i> £3.00</li> <li>- <i>Smoke-free policy</i> £1.20</li> <li>- <i>Staff support and development policy</i> Under revision</li> <li>- <i>Staffing structure implementation plan</i> See item 18 above</li> </ul>	
24.	<p><b>Student &amp; curriculum policies</b></p> <ul style="list-style-type: none"> <li>- <i>Accessibility policy</i> £2.40</li> <li>- <i>Anti-bullying policy</i> £1.40</li> <li>- <i>Attendance policy</i> £1.30</li> <li>- <i>Behaviour for learning policy (includes exclusion policy)</i> £1.00</li> <li>- <i>Careers education policy</i> 20p</li> <li>- <i>Collective worship policy</i> 10p</li> <li>- <i>Drugs policy (incl. incident management)</i> £2.20</li> <li>- <i>Home/School agreement</i> 10p</li> <li>- <i>Nutrition policy</i> 10p</li> <li>- <i>Rewards policy</i> 20p</li> <li>- <i>Sex and relationships education policy</i> £1.20</li> <li>- <i>Special educational needs and learning support policy</i> 10p</li> <li>- <i>Students' induction policy</i> £1.10</li> <li>- <i>Teaching and learning policy (including curriculum, assessment, marking and homework policies)</i> 80p 10p</li> </ul>	

	- <i>Acceptable use policy (use of internet and email by students)</i>	
25.	<b>Records Management and Personal Data policies</b> - <i>Information Governance Policy, including information security, records retention, destruction and archiving, data protection, information sharing.</i>	£3.00
26.	<b>Equality &amp; Diversity</b> - <i>Disability access plan (staff and students)</i> - <i>Disability equality scheme</i> - <i>Employment of disabled persons guidance</i> - <i>Employment of ex-offenders</i> - <i>Equal opportunities guidelines</i> - <i>Equal opportunities policy</i> - <i>Equal opportunities procedures</i> - <i>Equal opportunities statement</i>	£1.20 £1.00 £3.00 £3.20 £3.20 £3.10 £3.20 £3.00
27.	<b>Recruitment of staff</b> - <i>Recruitment policy(support staff)</i> - <i>Recruitment &amp; retention policy</i> - <i>Recruitment &amp; retention procedures</i> - <i>Redeployment procedures (teaching staff)</i>	See item 23 above for all of these publications

**Lists and Registers**  
*(Currently maintained)*

Reference number	Classification / Title	Charge for paper copy
28.	<b>Curriculum Circulars and Statutory Instruments</b> - <i>Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing Body concerning the curriculum.</i>	Price on application to College administration.
29.	<b>Disclosure logs</b> - <i>A list of information provided in response to requests,</i>	Available from September 2009
30.	<b>Asset register</b> - <i>Information from capital asset registers</i>	Price on application to College administration.
31.	<b>Information the College is currently legally required to hold in publically available registers</b>	Price on application to College administration.

**The services we offer**

*- Information about the services the College provides, including leaflets, guidance and newsletters*

32.	<b>Extra-curricular activities and clubs run outside of College hours</b>	Please see College <a href="#">prospectus</a> and <a href="#">website</a>
33.	<b>College publications</b> <ul style="list-style-type: none"> <li>- <i>Freedom of Information publications scheme</i></li> <li>- <i>Herald (weekly newsletter)</i></li> <li>- <i>East Braintree Focus (termly)</i></li> <li>- <i>College prospectus (annual)</i></li> <li>- <i>The Humanities College Update</i></li> </ul>	All free of charge
34.	<b>Services for which the College is entitled to recover a fee, together with those fees</b> <ul style="list-style-type: none"> <li>- <i>Lettings for community use</i></li> </ul>	Price on application to College administration.

## End of publications scheme

Published: 1/6/9, Agreed 17/6/9, Review 17/6/12