

## Freedom of Information

### Guide to information available from Longley Park Sixth Form College under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - 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	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument & Articles of Government	Website	
Staffing structure	Website	
<p><b>Class 2 – 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> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Financial Plan and Budgeted Income and Expenditure	Website	
Financial Regulations	Website	
Financial Statements	Website	
Pay policy	Website	
Staffing and grading structure	Website	

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Travel and Subsistence Policy	Website	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	(hard copy or website)	
OfSTED Annual Assessment Visit report	Website	
Quality Strategy	Website	
Observation of Teaching & Learning Policy	Website	
Every Child Matters – policies and procedures		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)		
Agendas of meetings of the governing body and (if held) its sub-committees		
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meetings.		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
<ul style="list-style-type: none"> <li>• Fees policy</li> <li>• Health and Safety Policy</li> <li>• Complaints <b>Policy and</b> Procedure</li> <li>• Staff Code of Conduct</li> </ul>	Website Website Website Website Website	

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<ul style="list-style-type: none"> <li>• Discipline and Grievance policies</li> <li>• Information request handling policy</li> <li>• Equality and Diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> <li>• Gifts and Hospitality Policy</li> </ul>	<p>Website Website Website Website</p>	
<p>Student Administration and Support:</p> <ul style="list-style-type: none"> <li>• College Charter</li> <li>• Drugs Policy</li> <li>• Inclusive Learning</li> <li>• Off Site Activity Policy</li> <li>• Procedure for Student Rewards</li> <li>• Student Representatives</li> <li>• Careers education and guidance</li> <li>• Student Discipline</li> </ul>	<p>Website Website Website Website Website Website Website Website</p>	
<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 Policy</li> </ul>	<p>Website Website Website</p>	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Asset register</p>	<p>By inspection</p>	
<p>Gifts register</p>	<p>By inspection</p>	

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Hospitality register	By inspection	
Register of Interests	By inspection	
<b>Class 7 – 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 or website; some information may only be available by inspection)	
Prospectus	Website	
Careers Education and Guidance Policy	Website	
External Hire of Facilities	Website	

#### Contact details:

**Website:** [www.longleypark.ac.uk](http://www.longleypark.ac.uk)  
**Email:** [foi@longleypark.ac.uk](mailto:foi@longleypark.ac.uk)  
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Sheffield S5 6SG  
**Telephone:** 0114 262 5757

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 6p per A4 sheet (black & white), 12p per A3 sheet (black &	Actual cost

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	white)	
	Photocopying/printing @ 30p per A4 sheet (colour), 60p per A3 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class