

1. Who we are

The College of Richard Collyer is a sixth form college whose main focus is the education of c. 2150 full-time students aged between 16 and 19 years. The College also provides opportunities for adult education, apprenticeships and access to Higher Education. It was founded in 1532 under the terms of the will of Richard Collyer of the Mercers' Company in the City of London and is now funded principally by the ESFA.

2. Legal requirement

- 2.1 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. The college recognises the amendments under the Protection of Freedoms Act 2012 extending, for example, the provisions on publishing datasets for re-use (S102).
- 2.2 'Public authorities' are defined in the Act and include universities, further education colleges, sixth form colleges and schools.
- 2.3 The college seeks to be similarly compliant with the Environmental Information Regulations 2004 (EIR) in respect of making environmental information available on request.
- 2.4 In respecting freedom of information, the College also seeks to provide the appropriate protection of any personal information in order to abide by the Data Protection Act 2018 and the relevant General Data Protection Regulations (GDPR).

3. The 'model' publication scheme for further education

- 3.1 As a Sixth Form College, Collyer's has adopted the model publication scheme developed by the Information Commissioner's Office (ICO) and followed the guidance set out in the latest Definition document for colleges of further education (in favour of that relating to schools). The information covered is included in the classes of information below:

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

4. We shall seek to fulfil requests for information unless:

- We do not hold the information;
- The information is exempt under one of the FoIA exemptions or EIR exceptions or its release is prohibited under another statute;
- The information is readily and publicly available from an external website (though we shall provide a link to that information);
- The information is archived, out-of-date or otherwise inaccessible; or it would be impractical or resource-intensive to prepare the material for routine release.

Full details of the model scheme can be found on the ICO website at www.ico.gov.uk.

5. Accessing information covered by the publication scheme

5.1 The information we publish is described in the attached Guide to Information.

5.2 Next to each class of information 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. Where cited as available, 'At cost (A/c)' charges will, for example, be 5p per sheet (A4 Black and White) plus any postage. Confirmation of any payment due will be given prior to the information being provided. Payment will generally be requested prior to provision of the information.

5.3 To request information available through our publication scheme, please see our website (which includes a contact number) or write to: **Karen Smith (PA to the Vice Principal (Curriculum))**. See paragraph 7.1 below for address or E-mail: kes@collyers.ac.uk . 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.

6. What about information not covered by the publication scheme?

6.1 Under the Freedom of Information Act 2000 you have the right to request any information held by a public authority which it has not already made available through its publication scheme.

6.2 Requests have to be made in writing (which includes e-mail and fax), give the applicant's name and return address and describe the information being sought. In general, public authorities have 20 working days to respond starting on the first working day after receipt of the request. They may charge a fee, which has to be calculated according to Fees Regulations. They are not 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 they may also have to justify this to the Information Commissioner.

7. Feedback

7.1 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:

Karen Smith (PA to the Vice Principal (Curriculum))
The College of Richard Collyer,
Hurst Road,
HORSHAM,
West Sussex,
RH12 2EJ

7.2 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
Tel: 08456 30 60 60 or 01625 545745
E: mail via website at www.ico.gov.uk

March 2021

(Next Scheme review March 2023; annual review of Guide)

GUIDE TO INFORMATION GENERALLY AVAILABLE

1. WHO WE ARE AND WHAT WE DO

Organisational information, structures, locations and contacts. (Current)

Documents	Manner	Fee
<p>Legal framework</p> <ul style="list-style-type: none"> • The Instrument and Articles of Government for the College • The Scheme of Management of the Collyer Endowment 	<p>Web/Paper Elec/paper</p>	<p>Free or A/c Free or A/c</p>
<p>How the college is organised</p> <ul style="list-style-type: none"> • History of Collyer's • Organisational structure charts (Senior Management, Pastoral, Academic, Adult Education, Support Staff) • The Rules and Bye-laws, which includes the college's committee structure, standing orders, terms of reference for committees and governors' code of conduct 	<p>Web/Paper/ Elec/Paper</p> <p>Web/Paper</p>	<p>Free or A/c Free or A/c</p> <p>Free or A/c</p>
<p>Partnership organisations</p> <ul style="list-style-type: none"> • Horsham partner schools (Prospectus) • Beacon Award status • List of Area partnerships • Community Engagement Statement 	<p>Web/Paper Web/Paper Elec/Paper Elec/Paper</p>	<p>Free or A/c Free or A/c Free or A/c Free or A/c</p>
<p>Location and contact details</p> <ul style="list-style-type: none"> • College Location • College Site Map • College Contact details • Staff List with initials and job titles 	<p>Web/Paper Elec/Paper Elec/Paper Elec/Paper</p>	<p>Free or A/c Free or A/c Free or A/c Free or A/c</p>
<p>Student activities</p> <ul style="list-style-type: none"> • Prospectus • Richard Collyer Union (RCU) Constitution • Minutes of RCU meetings and other related documents • Old Collyerians – description and contact details 	<p>Web/Paper Elec/Paper Elec/Paper Web/Paper</p>	<p>Free or A/c Free or A/c Free or A/c Free or A/c</p>

GUIDE TO INFORMATION GENERALLY AVAILABLE

2. WHAT WE SPEND AND HOW WE SPEND IT

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. (Current and previous two years)

Documents	Manner	Fee
Funding/Income <ul style="list-style-type: none"> • Report & Financial Statements • Adult Learning Fees and Service Agreement • International Students (Fees and other costs) • College Fund (Prospectus) 	Web/Paper Web/Paper Web/Paper Web/Paper	Free or A/c Free or A/c Free or A/c Free or A/c
Budgetary and Account Information <ul style="list-style-type: none"> • Report & Financial Statements 	Web/Paper	Free or A/c
Financial Audit reports <ul style="list-style-type: none"> • Report and Financial Statements • Management letter 	Web/Paper Elec/Paper	Free or A/c Free or A/c
Capital programme <ul style="list-style-type: none"> • Publicly available property strategy • Report & Financial Statements • Grant funding returns to the ESFA 	Elec/Paper Elec/Paper Elec/Paper	Free or A/c Free or A/c Free or A/c
Financial Regulations and procedures <ul style="list-style-type: none"> • Financial Regulations and Procedures 	Elec/Paper	Free or A/c
Staff pay and grading structures <ul style="list-style-type: none"> • Pay policy • SFCA pay scale for teachers • SFCA pay scale for support staff • Report and Financial Statements (Key management personnel pay above £50k) • Gender pay gap report 	Elec/Paper Elec/Paper Elec/Paper Elec/Paper Web/Paper	Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c
Governors' allowances <ul style="list-style-type: none"> • Expense claims policy • Report and Financial Statements (Payments made) 	Elec/Paper Web/Paper	Free or A/c Free or A/c
Register of suppliers <ul style="list-style-type: none"> • List of suppliers 	Elec/Paper	Free or A/c
Procurement and tender procedures and reports <ul style="list-style-type: none"> • Financial Regulations and Procedures • Estates Sub-Committee minutes 	Elec/Paper Web/Paper	Free or A/c Free or A/c
Contracts <ul style="list-style-type: none"> • Contracts subject to formal tendering process 	Elec/Paper	Free or A/c

GUIDE TO INFORMATION GENERALLY AVAILABLE

3. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Strategies and plans, performance indicators, audits, inspections and reviews. (Current and previous three years)

Documents	Manner	Fee
Annual Report <ul style="list-style-type: none"> • Report and Financial Statements • Principal's Reports to Governors 	Web/Paper Elec/Paper	Free or A/c Free or A/c
Corporate and Business Plans <ul style="list-style-type: none"> • Mission Statement • Strategic Plan 2020-2023 • Publicly available property strategy 	Web/Paper Elec/Paper Elec/Paper	Free or A/c Free or A/c Free or A/c
Teaching and Learning Strategy <ul style="list-style-type: none"> • Excellence in Course Leadership • Excellence in Teaching & Learning • Examinations and Assessment Policy and Procedures • Effective Teaching & Learning 	Elec/Paper Elec/Paper Elec/Paper Elec/Paper	Free or A/c Free or A/c Free or A/c Free or A/c
Academic quality and standards <ul style="list-style-type: none"> • Quality Assurance Policy • Curriculum Policy • Curriculum quality assurance procedures • Principal's Reports to the Governing Body • Examination results • Self-Assessment Report/Quality Improvement Plan 	Web/Paper Elec/Paper Elec/Paper Elec/Paper Web/Paper Elec/Paper	Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c
External review information <ul style="list-style-type: none"> • Ofsted report (www.ofsted.gov.uk) 	Web/Paper	Free or A/c
Corporate Relations <ul style="list-style-type: none"> • Strategic Plan • Community Engagement Statement 	Elec/Paper Elec/Paper	Free or A/c Free or A/c
Government and regulatory reports <ul style="list-style-type: none"> • Reports and returns to funding agency and government departments; e.g., SAR, Audit Committee Annual Report, Report & Financial Statements 	Elec/Paper	Free or A/c

GUIDE TO INFORMATION GENERALLY AVAILABLE

4. HOW WE MAKE DECISIONS

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

Documents	Manner	Fee
<p>Minutes from the governing body etc.</p> <ul style="list-style-type: none"> • The agenda for every meeting of the Governing Body and its committees • The draft public minutes of every such meeting, if approved by the Chair of the meeting • The final public minutes of every such meeting • Any public report, document or other paper considered at such meeting • Principal's Reports to the Governing Body 	<p style="text-align: center;">Elec/Paper</p> <p style="text-align: center;">Elec/Paper</p> <p style="text-align: center;">Web/Paper Elec/Paper</p> <p style="text-align: center;">Elec/Paper</p>	<p style="text-align: center;">Free or A/c</p> <p style="text-align: center;">Free or A/c</p> <p style="text-align: center;">Free or A/c Free or A/c</p> <p style="text-align: center;">Free or A/c</p>
<p>Teaching and Learning Minutes</p> <ul style="list-style-type: none"> • Teaching and Learning Team Minutes • Curriculum Committee Minutes • Education Committee minutes • Quality and Curriculum Committee Minutes 	<p style="text-align: center;">Elec/Paper</p> <p style="text-align: center;">Elec/Paper</p> <p style="text-align: center;">Elec/Paper</p> <p style="text-align: center;">Elec/Paper</p>	<p style="text-align: center;">Free or A/c</p> <p style="text-align: center;">Free or A/c</p> <p style="text-align: center;">Free or A/c</p> <p style="text-align: center;">Free or A/c</p>
<p>Minutes of staff/student consultation meetings</p> <ul style="list-style-type: none"> • Staff Management Consultation Group minutes • RCU Minutes 	<p style="text-align: center;">Elec/paper</p> <p style="text-align: center;">Elec/Paper</p>	<p style="text-align: center;">Free or A/c</p> <p style="text-align: center;">Free or A/c</p>
<p>Appointment committees and procedures</p> <ul style="list-style-type: none"> • The procedures for the appointment of governors • Public minutes of Nominations Committee 	<p style="text-align: center;">Web/Paper</p> <p style="text-align: center;">Web/Paper</p>	<p style="text-align: center;">Free or A/c</p> <p style="text-align: center;">Free or A/c</p>

GUIDE TO INFORMATION GENERALLY AVAILABLE

5. OUR POLICIES AND PROCEDURES (P&Ps)

Current written protocols, policies and procedures for delivering our services and responsibilities.

Documents	Manner	Fee
<p>P&Ps for conducting college business</p> <ul style="list-style-type: none"> • The Rules and Bye-laws, which includes the college's committee structure, standing orders, terms of reference for committees and governors' code of conduct • Scheme of delegation • Consultation procedures (Staff and Students) • Publication Scheme • Funding Agreement/Contract • Risk Management and Assurance Policy • Guidelines on the receipt of Gifts and Hospitality • Anti-Fraud and Irregularity Policy • Travel and Subsistence Memorandum • Staff Overseas Travel Policy • Travel Plan • Environmental Policy 	<p>Web/Paper</p> <p>Elec/Paper Web/Paper Web/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper</p>	<p>Free or A/c</p> <p>Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c</p>
<p>P&Ps relating to academic services</p> <ul style="list-style-type: none"> • Collyer's Values • College prospectus • Staff Enrolment Handbook • Tutorial guidance • Changing course procedure (Amended Learner Agreement - ALA) • Examination & Assessment Policy & Procedures • Trips and Visits guidance • Work experience handbook • Curriculum Policy • Quality Assurance Policy • Provider Access Policy 	<p>Web/Paper Web/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Web/Paper Web/Paper</p>	<p>Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c</p>
<p>P&Ps relating to student services</p> <ul style="list-style-type: none"> • College Prospectus • Admissions Policy • Enrolment Handbook • Student Code of Conduct • Student Disciplinary Policy & Procedures • Bursary/Discretionary Financial Support • Homestay terms and conditions and code of practice agreements (for international students) • Tutorial guidance • Examination & Assessment Policy & Procedures • Student Voice Policy • Richard Collyer Union (RCU) Constitution 	<p>Web/Paper Web/Paper Elec/Paper Web/Paper Web/Paper Web/Paper Elec/Paper</p> <p>Elec/Paper Elec/Paper Elec/Paper Elec/Paper</p>	<p>Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c</p> <p>Free or A/c Free or A/c Free or A/c Free or A/c</p>
<p>P&Ps relating to human resources</p> <ul style="list-style-type: none"> • Staff 'Handbook' • Code of Conduct (Staff) • Staff Welfare Statement • Stress Management Policy • Sickness Management Policy • Leave of Absence Policy • Conditions of service handbook for teachers 	<p>Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper</p>	<p>Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c</p>

<ul style="list-style-type: none"> • Conditions of service handbook for support staff • Staff Bullying and Harassment Policy • Staff Capability Policy • Staff Cover Policy • Staff Disciplinary Policy • Staff Grievance Policy • Appeals procedures (Staff) • Probation Policy • Public Interest Disclosure (Whistleblowing) policy and procedures • Flexible Retirement Procedures • Change Management Policy • Performance Management and Appraisal Policy and procedure • Staff Development Policy • Staff Handbooks (Career & Professional Development) • Governor Training and Development Policy • LGPS Discretions Policy 	<p>Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper</p>	<p>Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c</p>
<p>P&Ps relating to recruitment</p> <ul style="list-style-type: none"> • Current vacancies • Generic recruitment documents e.g.: Teachers' and Support Staff's application forms including Equal Opportunities monitoring, Job vacancy adverts with safeguarding and equality and diversity statement, Job descriptions/Person Specifications, Background information sheet, Arrangements for payments of salary, Immigration Asylum & Nationality Act 2006 (i.e. list of documents) • Pay policy • Staff Recruitment Policy • Governor Recruitment Policy 	<p>Web Elec/Paper</p> <p>Elec/Paper Web/Paper Elec/Paper</p>	<p>Free Free or A/c</p> <p>Free or A/c Free or A/c Free or A/c</p>
<p>Code of Conduct for members of Governing Bodies</p> <ul style="list-style-type: none"> • Code of Conduct (within Rules and Byelaws) • Principles of Public Life (within Rules and Byelaws) 	<p>Web/Paper Web/Paper</p>	<p>Free or A/c Free or A/c</p>
<p>Equality and Diversity</p> <ul style="list-style-type: none"> • Equality and Diversity Policy • Equality and Diversity Annual Review • Equality and Diversity key objectives 	<p>Web/Paper Web/Paper Web/Paper</p>	<p>Free or A/c Free or A/c Free or A/c</p>
<p>Health and Safety</p> <ul style="list-style-type: none"> • Health & Safety policy and procedures • Fire Safety Policy • Safeguarding and Child Protection Policy • Site Security Policy • Social Media Policy • Student Bullying and Harassment Policy • Substance Misuse Policy 	<p>Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper</p>	<p>Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c</p>
<p>Estate Management</p> <ul style="list-style-type: none"> • Estates Sub-Committee minutes • Financial regulations and procedures • Publicly available property strategy • Lettings Policy • Planned maintenance schedule 	<p>Web/Paper Elec/Paper Elec/Paper Web/Paper Elec/Paper</p>	<p>Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c</p>

Complaints <ul style="list-style-type: none"> • The College's Complaints Policy • Appeal procedures (non-staff) • Appeals procedures (Staff) 	Web/Paper Elec/Paper Elec/Paper	Free or A/c Free or A/c Free or A/c
Records Management and personal data policies <ul style="list-style-type: none"> • Data Protection Policy • Social Media Policy • Acceptable Use of Computers Policy • Archiving and Retention of College Records Policy • Copyright Policy • CCTV and BWC Codes of practice • College Privacy Notice 	Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Elec/Paper Web/Paper	Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c
Charging regimes and policies <ul style="list-style-type: none"> • Fees and Charges Policy • Fees for evening courses • Publications Scheme • Information on other charges 	Elec/Paper Web/Paper Web/Paper Web/Paper	Free or A/c Free or A/c Free or A/c Free or A/c

GUIDE TO INFORMATION GENERALLY AVAILABLE

6. LISTS AND REGISTERS

Information contained in currently maintained lists and registers.

Documents	Manner	Fee
Legally required to hold in publicly available registers <ul style="list-style-type: none"> • The Register of Interests (Governors and budget holders over £5k) • The Register of Eligibility (governors) 	Elec/Paper Elec/Paper	Free or A/c Free or A/c
Asset registers <ul style="list-style-type: none"> • Report & Financial Statements 	Web/Paper	Free or A/c
CCTV <ul style="list-style-type: none"> • CCTV and BWC Code of Practice 	Elec/Paper	Free or A/c
Disclosure logs <ul style="list-style-type: none"> • Disclosure log showing the information provided in response to request 	Elec/Paper	Free or A/c
Register of gifts and hospitality <ul style="list-style-type: none"> • Register of gifts and hospitality 	Elec/Paper	Free or A/c

GUIDE TO INFORMATION GENERALLY AVAILABLE

7. THE SERVICES WE OFFER

Information about the services we offer.

Documents	Manner	Fee
Prospectus and course content <ul style="list-style-type: none"> • Dates for the current academic year • Dates for future academic years • College calendar • Examination timetable • List of courses • Subject information sheets • Prospectus • Adult Education Prospectus • Enrolment Handbooks • Course syllabi • Timetables • Work experience handouts • Trips and visits handouts e.g. Parent's Consent Forms, Student Code of Conduct for Residential Visits and Exchanges • Amended Learner Agreements (re changing course) 	Web/Paper Web/Paper Web/Paper Web/Paper Web/Paper Web/Paper Web/Paper Web/Paper Elec Elec/Paper Elec Elec/Paper Elec/Paper Elec	Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free Free Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c
Student Welfare/Health <ul style="list-style-type: none"> • Student Enrolment Handbook • Discretionary Financial Support & Transport leaflet • Wellbeing provision (posters, leaflets including counselling, wellbeing booklet and VLE) • Safeguarding information (posters/ leaflets etc) • Support for Learners • Fitness to Study procedure 	Elec/Paper Elec/Paper Web/Elec/ Paper Web/Elec/ Paper Web/Paper Elec/Paper	Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c Free or A/c
Careers Advice <ul style="list-style-type: none"> • Careers advice (including Career Choice, Specific Careers Apprenticeships, Local Job Market, Job-hunting, Voluntary Work and other choices) • Higher Education (including Student Finance, Choosing Courses, advice; Open days, Oxbridge, Medicine etc., Studying abroad and Clearing) 	Web/Paper Web/Paper	Free or A/c Free or A/c
Chaplaincy Services	N/A	
Services for which the college is entitled to recover a fee See 5 above <ul style="list-style-type: none"> • Examination re-sits processing documentation 	Paper	Free or A/c
Sports and recreational facilities <ul style="list-style-type: none"> • Sports Activities (including College Sport, Fitness Instructor Qualifications, Netball Umpiring Courses and Health & Fitness Classes) • Recreational Activities 	Web/Paper Web/Paper	Free or A/c Free or A/c
Facilities relating to music, art and other cultural activities <ul style="list-style-type: none"> • Prospectus 	Web/Paper	Free or A/c
Availability and conditions of use of facilities <ul style="list-style-type: none"> • Library user agreement • Use of Computers Agreement 	Elec/Paper Elec/Paper	Free or A/c Free or A/c

Conference facilities	N/A	
Advice and guidance <ul style="list-style-type: none"> Contact newsletters 	Web/Paper	Free or A/c
Local campaigns <ul style="list-style-type: none"> Promotional material relating to the college's fund-raising activities 	Web/Paper	Free or A/c
Media releases <ul style="list-style-type: none"> Press releases 	Web/Paper	Free or A/c

Elec = Electronic

A/c = At cost

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