



Information Commissioner



King Edward VI College, Nuneaton Freedom Of Information Act Publication Scheme

Class	Document/Description	Manner	Location	Fees payable
1. Governance				
1.1 Legal Framework	Instruments of Government Articles of Government Standing Orders	Paper	Store room off Main Office	10p per sheet photocopying
1.2 How the Institution is organised	Organisation Charts Staff List Subject Departments Staff Working Groups Terms of Reference: Senior management Team Pastoral Group Heads of Department Health and Safety	Paper	Staff Handbook Section 3	10p per sheet photocopying
1.3 Information on the institutional context	College Vision Quality Statement Quality Standards Strategic Aims Strategic Objectives Diversity Statement Disability Statement	Paper	Staff Handbook Sections 2 and 5.3 Admissions Office	10p per sheet photocopying
1.4 Management Structure	Organisational Charts Membership of Governing Body and sub groups Governors Standing Orders etc see 1.1 above Appointments to Governing Body see 1.1 above Declaration of Interests Corporate Papers	Paper	Staff Handbook Section 3 Store Room off main office	10p per sheet photocopying
2. Financial Resources				
2.1 Finance	Contracting - included in Financial Regulations Goods and Services - included in Financial Regulations Insurance - included in Financial Regulations	Paper	Store Room off main office	10p per sheet photocopying
2.2 Resource Planning	Financial Regulations including procurement policy Planning and budgeting procedures in Financial Regulations Audited Accounts Annual Report	Paper	Store Room off main office	10p per sheet photocopying
3. Human Resources				
3.1 Employment and employee relations	Staff handbook - includes all documents/policies relating to staff	Paper	Staff Handbook Section 4	10p per sheet photocopying
3.2 Equal Opportunities/	See Staff handbook	Paper	Staff Handbook Section 2.4	10p per sheet photocopying

Diversity				
3.3 Human Resources strategy (Optional)	N/A			10p per sheet photocopying
3.4 Staff Development	Staff Handbook	Paper	Staff Handbook Section 5	10p per sheet photocopying

4. Physical Resources

4.1 Estates	Financial Regulations Accommodation Strategy Planned Maintenance Programme	Paper	Store Room off main office Site Manager's office	10p per sheet photocopying
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5. Student Administration and Support

5.1 Information on student admission, progression and completion	Admissions Policy Admissions procedures Enrolment Summary	Paper	Staff Handbook Section 8.1 Admissions Office	10p per sheet photocopying
5.2 Student Accommodation	The College does not have residential students		N/A	N/A
5.3 Student Administration	MIS Procedures Data Protection Policy Staff guidance on data protection	Paper	MIS Office Staff Handbook Section 8.6	10p per sheet photocopying
5.4 Student Admission and Enrolment	Admissions policy Admissions Procedures Transfers at AS level - guidelines Calendar of Events Admissions Calendar Enrolment Procedure	Paper	See 5.1 above See 5.1 above Admissions Office	10p per sheet photocopying
5.5 Student Discipline	Student Agreement Attendance Monitoring and Student Support/Concern process Contact with parents procedure	Paper	Main office Staff Handbook Section 6.4 Staff handbook Section 6.2	10p per sheet photocopying
5.6 Student Learning Support services	Learner Support Policy guidelines	Paper	Staff handbook Section 6.5	10p per sheet photocopying
5.7 Student liaison	College Council constitution College Council Minutes	Paper	Principal's Office	10p per sheet photocopying
5.8 Student Policies	See 5.5 above			10p per sheet photocopying
5.9 Student Welfare	Student Guide /Student Planner Learner Support Fund Child protection Policy	Paper	Admissions Office Admissions Office Assistant Principal's Office (Learner Support and Student Services)	10p per sheet photocopying
5.10 Student associations and Activities	College Council Constitution	Paper	Principal's Office	10p per sheet photocopying

6. Information Services

6.1 Availability and conditions of use	Student Planner MIS procedures	Paper	Admissions office	10p per sheet photocopying
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	Data Protection Policy Freedom of Information Scheme	Paper	MIS Office	
	Staff Handbook		Reception	
	Access to archives (subject to data protection)	Electronic/ Paper	MIS Office	Fees £20 search plus 10p per sheet photocopying
6.2 Mission statements and related documents	College Vision Mission statement	Paper	Staff handbook Section 2.1	10p per sheet photocopying
6.3 Policies with regard to data information	Data Protection Policy Staff guidance on data protection	Paper	MIS Office Staff Handbook Section 8.6	10p per sheet photocopying
6.4 Procurement and Disposal policies	Financial Regulations	Paper	Store Room off main office	10p per sheet photocopying
6.5 Scope of collections held	This provides information regarding the contents of the library and computer facilities	Electronic	Library software and college Intranets – available internally only	10p per printed sheet

7. Teaching and Learning

7.1 Academic Year dates	College calendar	Paper	Reception	10p per sheet photocopying
7.2 Further Course Information	Course leaflets etc.	Paper	Reception	
	Prospectus	Paper	Admissions Office	10p per sheet photocopying
	College Web site	Electronic	College web site	
7.3 Information on internal procedures for assuring academic quality and standards	Subject specifications Self Assessment reports Quality Statement College Charter ALIS reports on student achievement and satisfaction ALPS reports on student achievement Inspection Report (October 2003) Review processes Staff Development Policy Investors in People guidelines Information Technology resources Examinations Timetable Summary of External Exam results	Paper	Departments Quality office Staff Handbook Section 5.3 Section 5.4 Section 5.2 Section 8.8 Exams office Reception	10p per sheet photocopying
7.4 Staffing structure of departments	Staffing Structure	Paper	Staff Handbook Section 3	10p per sheet photocopying
7.5 Student Assessment Strategy	Examination Regulations Examination timetables Appeal procedures Assessment and reporting (internal) Parents evenings	Paper	Exams Office Student Planner College calendar	10p per sheet photocopying
7.6 Tuition Fees	List of charges	Paper	Admissions Office	10p per sheet photocopying

8. External Relations

8.1 Community Liaison (Optional)				
8.2 Fundraising (Optional)				
8.3 Government and Regulator relations	Ofsted Inspection Report Provider Performance Review Reports and returns to LSC	Paper	Quality Office Principal's Office Principal's Office	10p per sheet photocopying
8.4 Marketing and Recruitment	Prospectus / subject leaflets Open Evening/Information Evening information College Website www.kingednun.demon.co.uk Schedule for advertising	Paper Paper College Website Paper	Admissions Office College Website Admissions Office Admissions Office	10p per sheet photocopying
8.5 Public Relations	Press releases Prospectus / leaflets Student Planner	 Paper	Principal's Office See 8.4 above Admissions Office	10p per sheet photocopying

Notes: Some leaflets may be available directly, in which photocopying charges will not be applicable
The College Website is www.kingednun.demon.co.uk

A copy of this document is to be kept at Reception.

Any information given will be subject to the Data Protection Act, and no information will be given which may identify any individual in the College.