CHRIST THE KING SIXTH FORMS

Publication Scheme

Publication Scheme on information available under The Freedom of Information Act 2000.

Introduction

1. **Legal requirements**

   i. 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.

   ii. Public authorities are defined in the Act and include universities, further education colleges and sixth form colleges.

2. **What is a publication scheme?**

   i. 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.

   ii. 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**

   i. Christ The King Sixth Forms adopted the Information Commissioner's Model Publication Scheme 2015. Because the model scheme applies to all public authorities it classifies information at a high level. The Information Commissioner therefore also publishes Definition Documents. The College is a Sixth Form College and has the choice of adopting the Definition Document for Schools or that for Further Education Colleges. It has decided to adopt the Definition Document for Further Education Colleges: Definition Document for Further Education Colleges. This shows what the College is expected to publish.

   Mission Statement

   We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

   To achieve this as a community we will:

   - Provide the highest standards of teaching and learning.
   - Expect students to show commitment to their studies and the Christian values of the College.

- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole Sixth Forms.

4. Who we are

i. Christ The King Sixth Form College has three sites in Lewisham, Brockley and Sidcup. It is a Catholic sixth form college, which provides a distinctive education that focuses specifically in the needs of 16-19 year old's. The Sixth Forms offers A level, BTEC and T Level courses.

ii. The Sixth Form College was formed in 1992 and recruits from its nine partner schools and from a wide area across London.

5. Accessing information covered by the publication scheme

i. We make available items that belong to classes in the Publication Scheme, any exceptions are noted. These will generally be for reasons related to the Data Protection Act or commercial sensitivity.

ii. In our Guide to Publications 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.

iii. To request information available through our publication scheme, please make the request in writing to: Mrs Linda Harrison Clerk to Governors.

iv. 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?

i. You have the right, under the Freedom of Information Act 2000, to request information held by the Sixth Forms which it has not already made available through its publication scheme.

ii. Requests should be made in writing and we will respond within 20 working days. If the information requested can be made available we will respond to the request and notify the applicant of the fee. We will not release information to which an exemption in the Act legitimately applies. Where this is the case we will explain to the applicant why we will not release the information. If disputed, the applicant has the right to take this to the Information Commissioner.

7. Fees

i. All electronic documents on the website and also those we can provide to you by email at your request are free of charge. If requested we will produce publications in other formats. In these cases we will usually make a charge, amounting to the cost of producing the item in the format requested and sending it, with a minimum charge of £8. In certain circumstances we may waive the charge.

ii. Fees have been set using the following criteria:

- Where documents are made routinely available to current or potential staff, students, governors, contractors or other stakeholders the charge covers any additional copies required.
- Requests for copies are charged a fee according to the size of the document, which covers photocopying or printing, the cost of locating and retrieving the information and the postage charge. The Sixth Forms will confirm the cost and expect payment in full before fulfilling a request.

8. Feedback

i. 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:

Contact Name: Mrs Linda Harrison, PA to Executive Principal
Contact Address:
Christ The King Sixth Forms
Belmont Grove
Lewisham
London SE13 5GE
Telephone: 020 8297 9433

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

T: 01625 545700, E: mail@ico.gsi.gov.uk

9. Further information

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

Publication schemes: a guide | ICO

Freedom of Information and Cyber Security | ICO

ii. Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

https://www.legislation.gov.uk/asp/2002/13/contents

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