



## Freedom of Information

A Guide to Information available from The City of Leicester College under the model publication scheme

Information	How the Information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts	Website: About the College	No Charge
Who's who in the College	Website: Home page – Meet the Rest of the Team	No Charge
Who's who on the Governing body and the basis of their appointment	Website: Key information – Governing Body	No Charge
Instrument of Government/Articles of association	Website: Key Information - Governing Body	No Charge
Contact details for the Head teacher and for the Governing body, via the College	Website: Key Information – Governing Body  Contact Us	No Charge
College Prospectus	Website: About the College	No Charge
Annual Report	Not available	Not applicable
Staffing structure	Website: Home page – Meet the Rest of the Team	No Charge
College session times and term dates	Website: Parents & Students – Term & Diary Dates	No Charge
Address of College and contact details	Website: Contact Us	No Charge

<b>Class 2 - What we spend and how we spend it</b>		
Current and previous year	Hard Copy	Refer to disbursement cost
Annual budget plan and financial statements	Hard Copy	Refer to disbursement cost
Capital Funding	Hard Copy	Refer to disbursement cost
Financial audit reports	Hard Copy	Refer to disbursement cost
Details of expenditure over £2,000	Hard Copy	Refer to disbursement cost
Procurement and contracts the College has entered into	Hard Copy	Refer to disbursement cost
Pay Policy	Website: Key Information	No Charge
Staff allowances	Hard Copy	Refer to disbursement cost
Staffing, pay and grading structure ( in bands of £10k)	Hard Copy	Refer to disbursement cost
Governor Allowances	Website: Key information: Policies Payments: Hard copy	Refer to disbursement cost

<b>Class 3-What our priorities are and how we are doing</b>		
Strategy plans ( RAP)	Hard copy	Refer to disbursement cost
Ofsted report	Website: About the College - Achievement & Ofsted	No Charge
Performance Management policy and procedures	Hard copy	Refer to disbursement cost
Performance data	Hard Copy	Refer to disbursement cost
Future Plans for the College	Hard Copy	Refer to disbursement cost
Safeguarding and Child protection	Website: Key information - Behaviour & Safety	No Charge

<b>Class 4-How we make decisions</b>		
Decision making processes and records of decisions ( 3 years)	Hard Copy	Refer to disbursement cost
Admissions Policy	Website: Key Information - Admissions	No Charge
Agendas and Minutes of Governing Body Minutes ( Excluding information that is regarded as private)	Hard Copy	Refer to disbursement cost

<b>Class 5-Our Policies and procedures</b>		
Policies, Procedures and documents required by statute	Website: Key information - Policies	No Charge
Records management and personal data policies Information security policies Records retention destruction and archive policies Data protection	Website: Key information - Policies	No Charge
Charging regimes	Website: Key information - Policies	No Charge

<b>Class 6-Lists and registers</b>		
Curriculum circulars and statutory instruments	Hard copy	Refer to disbursement cost
Disclosure logs	Hard copy	Refer to disbursement cost
Asset register	Hard Copy	Refer to disbursement cost

<b>Class 7 The services we offer</b>		
Guidance, newsletters and leaflets (current)	Website: Parents & Students	No Charge
Extra-Curricular activities	Website: Curriculum	No Charge
Services which the College is entitled to recover a fee	Website: Key Information – Policies - Charging and Remissions Policy	No Charge
Uniform	Website: Key information	No Charge
Support	Website: Key information	No Charge
Pupil Premium	Website: Key information	No Charge

<b>Disbursement Charges</b>		
	<b>Description</b>	<b>Basis of Charge</b>
	Photocopying/printing @10p per sheet ( black & white)	Cost of paper & printing based on average usage and annual charges
	Photocopying/printing @20p per sheet ( Colour)	Cost of paper & printing based on average usage and annual charges
	Postage @ 56p per standard envelope	Actual cost of Royal Mail standard 2 <sup>nd</sup> class sept 2017
	Statutory Fee	Legislation upon written request