

**This is the Cranbury College Publication Scheme
on information available under the Freedom of Information Act 2000**

The management committee is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained Cranbury Colleges, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for Cranbury Colleges approved by the Information Commissioner.

2.. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- *Cranbury College Prospectus* – information published in the Cranbury College prospectus.
- *The Cranbury College Profile and other information relating to the*

management committee – information published in the Cranbury College Profile and in other management committee documents.

- *Pupils & Curriculum* – information about policies that relate to pupils and the Cranbury College curriculum.
- *Cranbury College Policies and other information related to the Cranbury College* - information about policies that relate to the Cranbury College in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact Cranbury College by telephone, email, fax or letter. Contact details are set out below.

Email: **Catherine Cassidy@reading.gov.uk**

Tel: **0118 9015890**

Fax: **0118 9015884**

Contact Address: **Cranbury College, Cranbury Road, Reading, RG30 2TS**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme you can still contact the Cranbury College to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

Cranbury College Prospectus – **this section sets out information published in the Cranbury College prospectus.**

Class	Description
Cranbury College Prospectus	<p>The statutory contents of the Cranbury College prospectus are as follows, (other items may be included in the prospectus at the Cranbury College’s discretion):</p> <ul style="list-style-type: none"> • information about the implementation of the management committee’s policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the Cranbury College by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the Cranbury College

The Cranbury College Profile and other information relating to the management committee– **this section sets out information published in the Cranbury College Profile and in other management committee documents.**

Class	Description
Cranbury College Profile	<p>The contents of the Cranbury College profile is as follows:</p> <ul style="list-style-type: none"> ○ performance data ○ Self evaluation form ○ summary of Ofsted report ○ Cranbury College’s Service Improvement plan
Instrument of Government	<ul style="list-style-type: none"> • The name of the Cranbury College • The category of the Cranbury College • The name of the management committee • The manner in which the management committee is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • The date the instrument takes effect
Minutes ¹ of meeting of the management committee and its	<p>Agreed minutes of meetings of the management committee and its committees [<i>current and last full academic Cranbury College year</i>]</p>

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

committees	
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Pupils & Curriculum Policies - **This section gives access to information about policies that relate to pupils and the Cranbury College curriculum.**

Class	Description
Home – Cranbury College agreement	Statement of Cranbury College's aims and values, Cranbury College's responsibilities, the parental responsibilities and Cranbury College's expectations of its pupils
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by Cranbury College
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about Cranbury College's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in Cranbury College's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at Cranbury College.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

Cranbury College Policies and other information related to Cranbury College - **This section gives access to information about policies that relate to Cranbury College in general.**

Class	Description
Published reports of Ofsted referring expressly to Cranbury College	Published report of the last inspection of Cranbury College
Ofsted inspection Self-Evaluation Form ²	A statement of the management committee's evaluation of Cranbury College's performance.
Charging and Remissions Policies	A statement of the Cranbury College's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example Cranbury College publications, music tuition, trips
Cranbury College session times and term dates	Details of Cranbury College session and dates of Cranbury College terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the management committee relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of Cranbury College staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the Cranbury College's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or management committee relating to the curriculum
Admissions policy	Statement of the Cranbury College's policy on admissions.

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7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Gillian Dunlop Head of Cranbury College.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk