



This is Cromwell's Community College's Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this scheme.

1. Introduction: What is a Publication Scheme 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 schools, 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 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 schools approved by the Information Commissioner.

2. Aims and Objectives

Cromwell Community College is committed to excellence.

We aim to be a community where the highest standards of Learning and Teaching are paramount; where young people experience a culture which extends their horizons and aspirations.

A culture which:

- Recognises, celebrates and enhances the achievement of all pupils
- Provides all pupils with opportunities to demonstrate what they can do and a clear understanding of how they can progress
- Values the individual and meets the needs of the individual by setting high standards and appropriate challenges in all aspects of school life
- Prepares and enables pupils to make positive contributions to their communities as they become citizens of the 21st Century
- Values the contribution of pupils, parents, governors and teachers in the development of Cromwell Community College.

We believe that each individual has the right to respect, to feel safe, secure and to learn without disruption –

and the publication scheme is a means of showing how we are pursuing these aims.

3. 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 five broad topic areas:

What We Are and What We Do

What We Spend and How We Spend It

What Our Priorities Are and How We Are Doing

How We Make Decisions

Our Policies and Procedures

4. How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the College by telephone, email, fax or letter. Contact details are set out below or you can visit our website at: cromwellcc.org.uk.

Email: office@cromwell.cambs.sch.uk

Telephone: 01354 692193

Contact: Mrs T. Webber

Fax 01354 695952

Contact Address: Wenny Road, Chatteris, Cambs PE16 6UU.

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**.

5. Paying for Information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not 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 you 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 “£” in the description box.

6. Classes of Information Currently Published

Who We Are and What We Do

Class	Description
College Prospectus	<p>The statutory contents of the College Prospectus are as follows, (other items may be included in the prospectus as the College’s discretion):</p> <ul style="list-style-type: none">• The name, address and telephone number of the College, and the type of College• The names of the Principal, Chair of Governors and members of the Governing Body• Information on the College’s policy on admissions• A statement of the College’s ethos and values• Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents’ right

	<p>to withdraw their child from religious education and collective worship and the alternative provision for those pupils</p> <ul style="list-style-type: none"> • Information about the College's policy on providing for pupils with special educational needs • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/GNVQ results in the College, locally and nationally • A summary of GCE/A/AS Level results in the College and nationally • The number of pupils studying for and percentage achieving other vocational qualifications • The destinations of College leavers (<i>*Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this</i>). • The arrangements for visits to the College by prospective parents
Instrument of Government	<ul style="list-style-type: none"> • The name of the College • The category of the College • The name of the Governing Body • The manner in which the Governing Body is constituted • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of Governor • Details of any trust • The date the instrument takes effect

What We Spend and How We Spend It

Class	Description
Annual Budget Plan and Financial Statements	Details of the College's budget distributed by the Local Authority and the College's annual income and expenditure returns.
Capital Funding	Details of the capital funding allocated to the College together with information on related building projects and other capital projects.
Additional Funding	Income generation schemes and other sources of funding
Procurement and contracts	Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.
Pay Policy	The statement of the College's policy and procedures regarding teachers' pay.
Governors Allowances	Details of allowances and expenses that can be claimed

What our Priorities are and How we are Doing

Class	Description
School Profile	<p>The statutory contents of the School Profile are as follows, (other items may be included in the Annual Report at the College's discretion).</p> <ul style="list-style-type: none"> • What have been our successes this year • What are we trying to improve • How much progress do pupils make between 11 and 16 • How well do our pupils achieve in Year 11 • How well do our pupils achieve at age 14 • How have our results changed over time • How are we making sure that every child gets teaching to meet their individual needs • How do we make sure our pupils are healthy, safe and well supported • How are we working with parents and the community • What activities are available to pupils • What have pupils told us about the school and we have we done as a result • How do we make sure all pupils attend their lessons and behave well • How do our absence rates compare with other schools • What do our pupils do after Year 11 • What have we done in response to OFSTED
Performance Management Information	Performance Management Policy and procedures adopted by the Governing Body.

How we Make Decisions

Admissions Policy	The College's admission arrangements and procedures.
Minutes of Meeting of the Governing Body and its Committees <i>(*Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this).</i>	Agreed minutes of meetings of the Governing Body and its Committees (current and last full academic school year)

Our Policies and Procedures

Class	Description
College Policies	This will include College policies and procedures together with other information related to the College such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy.
Pupil and Curriculum Policies	This will includes policies such as Home-School Agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education and pupil discipline.
Equality and Diversity	This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities
Policies and procedures for the recruitment of staff	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
Charging regimes and policies	This refers to the Charging Policy and Lettings Policy.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Principal or Governing Body relating to the curriculum.

7. Feedback and Comments

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:

Mr. G.J. Roberts, Principal, Cromwell Community College, Wenny Road, Chatteris, Cambs PE16 6UU

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 545700