



## FREEDOM OF INFORMATION SCHEME

### **Introduction**

Holy Cross College is committed to making as much Information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

#### *Freedom of Information Act 2000 : Publication Scheme*

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities, which include further education colleges.

The College has fully adopted the new model publication scheme approved by the Information Commissioner in relation to Freedom of Information effective from 1 January 2009. Where the following list varies from the guidance, Holy Cross College does not hold such information.

### **How to access information**

Holy Cross College will make available information it holds whether or not listed in the Guide to the Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the descriptions of the different classes of information.

Some documents covered by the scheme are published in electronic format via the college's website at [www.holycross.ac.uk](http://www.holycross.ac.uk) or other websites as indicated. Other documents are only available in hard copy and will be provided on request.

We ask that requests are made in **writing** and a response will normally be made within 20 working days during term time. A Freedom of Information Request Form is attached to this policy as appendix 1.

### **Charging Policy**

Printed information on courses and services offered by the college is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so. For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charge. The charge will normally comprise the cost of photocopying or scanning (current photocopying charges and scanning charges are each 5p plus VAT per page) or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the college may waive the fee at its absolute discretion.

## **Contact and Complaints**

The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

Freedom of Information Manager  
Holy Cross College  
Manchester Road  
Bury  
Lancashire BL9 9BB

Telephone number: 0161 762 4500  
Fax Number: 0161 762 4501  
E-mail: [information@holycross.ac.uk](mailto:information@holycross.ac.uk)

## **Complaints outside the College**

The College will do everything in its power to meet enquirers' information needs. However, if the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act. The address is :

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Information is available under the following headings:

1. Who we are and what we do
2. Legal Framework
3. How the college is organised
4. Lists of and information relating to partnership working and corporate relations
5. Student activities
6. What we spend and how we spend it
7. What our priorities are and how we are doing
8. External Review Information
9. Government and Regulatory reports
10. How we make decisions
11. Our policies and procedures
12. Procedures and policies relating to student services
13. Other Services Provided
14. Procedures and Policies relating to human resources
15. Health and Safety
16. Estate Management
17. Complaints Procedure
18. Records management and personal data policies
19. Lists and registers

The columns used in this scheme are shown below:

<b>Class</b>	<b>Description</b>	<b>Manner</b>
Examples of the type of information that fit in this class	A brief description to aid the public in understanding what type of information is available.	The media in which the information is available i.e. paper or electronically (via the college website or transmitted by email)

### 1. Who we are and what we do?

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
1.1	College Mission and ethos	Mission and ethos statement <a href="http://www.holycross.ac.uk/site/governance/default.aspx">http://www.holycross.ac.uk/site/governance/default.aspx</a>	Website
1.2	Contacts	Switchboard 0161 762 4500 Email: <a href="mailto:information@holycross.ac.uk">information@holycross.ac.uk</a> Website: <a href="http://www.holycross.ac.uk">www.holycross.ac.uk</a> Address: Holy Cross College Manchester Road Bury Lancashire BL9 9BB	
1.3	Location	<ul style="list-style-type: none"> <li>• Map of the college location (<a href="http://www.holycross.ac.uk/site/infor">http://www.holycross.ac.uk/site/infor</a></li> </ul>	Website

		mation/contact.aspx)	
1.4	Marketing and recruitment	<ul style="list-style-type: none"> <li>• Prospectus</li> <li>• High School Talk documentation</li> <li>• Subject leaflets</li> <li>• Adverts in newspaper</li> <li>• Entry requirements booklet</li> <li>• New Students' Day materials</li> <li>• Summer schools</li> <li>• Media releases</li> </ul>	Paper or Website Electronic Paper Paper Paper Paper Paper Paper
1.5	Public relations	<ul style="list-style-type: none"> <li>• Press releases</li> <li>•</li> <li>• Newsletters and magazines</li> <li>• Current information provided to a prospective student (e.g. at open evening: results sheet; application information; newsletter; courses on offer and learning support.)</li> </ul>	Paper/ electronic Website Paper

## 2. Legal Framework

Ref	Class	Description	Manner
2.1	Legal and corporate status of the college	<ul style="list-style-type: none"> <li>• Legal status conferred by Further and Higher Education act 1992</li> <li>• Charitable status – The College is an exempt charity under the powers conferred by the Further and Higher Education Act 1992.</li> </ul> <p>(www.legislation.hmsso.gov.uk/acts.htm)</p>	Website  Website

## 3. How the college is organised

	Class	Description	Manner
3.1	How the institution is organised	<ul style="list-style-type: none"> <li>• Instrument &amp; Articles of Governance</li> <li>• Statement of Governance – Principles of Governance in relation to operation of the Board, the College business, education, and stakeholders</li> <li>• <a href="http://www.holycross.ac.uk/site/governance/default.aspx">http://www.holycross.ac.uk/site/governance/default.aspx</a></li> </ul>	Electronic Website
3.2	Information on the institutional context	<ul style="list-style-type: none"> <li>• Governing Body membership, Committee structure and membership of Committees</li> <li>• Election procedures</li> <li>• Diary of meetings</li> </ul>	Website  Electronic Website

		<ul style="list-style-type: none"> <li>• Governor Code of Conduct</li> <li>• Governor Code of Ethics</li> <li>• Public Interest Disclosure Procedure</li> <li>• Corporate Governance Statement</li> <li>• Standing Orders</li> <li>• Committee Terms of Reference</li> <li>• Governing Body minutes</li> <li>• Committee minutes</li> </ul>	Electronic Electronic Electronic Electronic Website Website Electronic
3.3	Management structure	<ul style="list-style-type: none"> <li>• Organisational structure charts</li> <li>• Description of work/responsibilities of departments</li> <li>• College calendar</li> <li>• College policies</li> </ul>	Electronic

#### **4. Lists of and information relating to partnership working and corporate relations**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
4.1	Partnership working with:	Salford Diocese Bury MBC Bury 14-19 Strategic Partnership Bury Secondary Heads Association(BASH) LSC Ofsted DIUS Examining Boards	
4.2	University Links	The college works in partnership with the following Universities: Liverpool Hope Edge Hill Leeds Metropolitan University St. Mary's College- University of Surrey	Website
4.3	Industry /Employer links	The college works with many industrial partners and employers both providing work experience and enrichment activities for students.	Electronic

#### **5. Student activities**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
5.1	Student liaison	<ul style="list-style-type: none"> <li>• Student council constitution</li> <li>• Student council minutes</li> </ul>	Electronic
5.2	Student activities	<ul style="list-style-type: none"> <li>• College weekly bulletin</li> <li>• College student calendar</li> <li>• Enrichment week programme</li> </ul>	Electronic

## 6. What we spend and how we spend it

	Class	Description	Manner
6.1	Funding and account information	<ul style="list-style-type: none"> <li>• Financial Statements/Audited Annual accounts</li> <li>• Financial Authority and Business Procedures</li> <li>• Insurance certificate</li> <li>• Pension schemes</li> <li>• Remuneration of senior staff as published in annual accounts</li> <li>• Travel and subsistence rates</li> <li>• Funding sources as detailed in the Financial statements</li> <li>• Internal Audit annual report</li> <li>• External Audit Key Issues Memorandum</li> </ul>	All Electronic
6.2	Budgetary and Resource planning	<ul style="list-style-type: none"> <li>• Financial Authority and Business Procedures, including procurement policy</li> <li>• Annual budget as approved by the Governing Body</li> <li>• Capital budget summary</li> <li>• Outline Proposal of major works</li> <li>• Planning and budgeting procedures</li> <li>• Efficiency Measurement Model Summary report</li> <li>• Register of suppliers</li> <li>• Procurement and tender procedures- (extract from FA and B Procedures)</li> </ul>	All electronic
6.3	Human Resources Strategy	<ul style="list-style-type: none"> <li>• Human Resource 3 Year Plan</li> <li>• Salary structures</li> <li>• Staffing structure</li> <li>• Job adverts and vacancy information packs</li> </ul>	Electronic  Website/ Also in paper format

## **7. What our priorities are and how we are doing**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
7.1	College Strategy and business plan	3 year development plan-summary	Electronic
7.2	Annual report	As included in the financial statements report	Electronic
7.3	Academic year dates	Information on the dates for the current academic year as well as future academic years (as far as is known).	Website
7.4	Teaching and Learning	<ul style="list-style-type: none"> <li>• Learning Policy</li> <li>• Curriculum Policy</li> <li>• Teaching and Learning strategy</li> <li>• Subject leaflets</li> <li>• Subject student handbooks</li> <li>• Term date / holiday sheets</li> <li>• BTEC First Work Experience procedures</li> <li>• Course change procedures</li> <li>• Exam results information</li> </ul>	Electronic & paper
7.5	Internal procedures for assuring academic quality and standards	<p>a) Information on programme approval, monitoring and review:</p> <ul style="list-style-type: none"> <li>• Programme specifications</li> <li>• Annual monitoring and review processes</li> <li>• Accreditation and monitoring reports by professional, statutory or regulatory bodies</li> </ul> <p>b) Information on assessment procedures and outcomes:</p> <ul style="list-style-type: none"> <li>• Assessment strategies, processes and procedures</li> <li>• The range and nature of student work</li> </ul> <p>c) Information on student satisfaction with their college experience, covering the views of students on:</p> <ul style="list-style-type: none"> <li>• Arrangements for academic and tutorial guidance, support and supervision</li> <li>• Library services and IT support</li> <li>• Suitability of accommodation, equipment and facilities for teaching and learning</li> </ul>	<p>Held on the college intranet and on paper</p> <p>Held on the college intranet and on paper</p> <p>Held on the college intranet and on paper</p>

		<ul style="list-style-type: none"> <li>• Perceptions of the quality of teaching and the range of teaching and learning methods</li> <li>• Assessment arrangements</li> <li>• Quality of pastoral support</li> </ul> <p>d) Information and evidence available to teams undertaking internal reviews of quality and standards in relation to:</p> <ul style="list-style-type: none"> <li>• The effectiveness of teaching and learning, in relation to programme aims and curriculum content as they evolve over time</li> <li>• The range of teaching methods used</li> <li>• The availability and use of specialist equipment and other resources and materials to support teaching and learning</li> <li>• Staff access to professional development to improve teaching performance, including peer observation and mentoring programmes</li> <li>• The use of external benchmarking and other comparators</li> <li>• Self assessment report</li> </ul>	Held on the college intranet and on paper
7.6	Staffing structure of schools/ Departments	<ul style="list-style-type: none"> <li>• Job titles of academic staff and support staff.</li> <li>• Contact details for each department.</li> </ul>	Electronic
7.7	Student assessment strategy	<ul style="list-style-type: none"> <li>• Examination periods</li> <li>• Examination regulations</li> <li>• Appeal procedures</li> <li>• Policy on plagiarism</li> <li>• External examination bodies</li> <li>• Exams Policy</li> <li>• Assessment policy</li> </ul> <p><i>Information on all these areas is provided both in paper based and electronic formats by means of providing individualised timetables incorporating exam regulations. Timetables are also available electronically on the intranet and details of Awarding Body services are provided to each student when results are issued.</i></p>	Paper and electronic
7.8	Fees	<ul style="list-style-type: none"> <li>• Tuition fees where applicable (p10 Prospectus)</li> <li>• Examinations policy</li> <li>• Student handbook- trips, books etc</li> <li>• Learner Support Fund policy</li> </ul>	Website Electronic

## **8. External Review Information**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
8.1	Annual Monitoring and Review Process	LSC desk top review- Annual Assessment Visit  <a href="http://www.ofsted.gov.uk/oxedu_providers/full/(urn)/130499">http://www.ofsted.gov.uk/oxedu_providers/full/(urn)/130499</a>	Electronic

## **9. Government and Regulatory reports**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
9.1	Accreditation and Monitoring reports by professional, statutory or regulatory bodies	OFSTED Inspection reports- Latest 2007  <a href="http://www.ofsted.gov.uk/oxedu_providers/full/(urn)/130499">http://www.ofsted.gov.uk/oxedu_providers/full/(urn)/130499</a>	Electronic

## **10. How we make decisions**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
10.1	Decision making processes and records of decisions	Minutes of Governing Body Curriculum Quality Group Minutes Minutes of staff/student consultation meetings Recruitment policy and procedures Appointment procedures for Governors	Website Electronic Electronic Electronic Electronic

## **11. Our policies and procedures**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
11.1	Policies and procedures for conducting college business	College Policies Memoranda of understanding with University Partners –SLA agreements	Electronic

## **12. Procedures and policies relating to student services**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
12.1	Information on student admission, progression and completion	<ul style="list-style-type: none"><li>• Profiles of student average GCSE scores on entry.</li><li>• Student profiles of entrants classified by age, gender, ethnicity and disability.</li><li>• Aggregated student destinations data.</li><li>• Course retention and achievement data</li></ul>	Electronic

12.2	Student accommodation	<ul style="list-style-type: none"> <li>• Prospectus</li> <li>• No residential accommodation available</li> </ul>	Website
12.3	Student administration	<ul style="list-style-type: none"> <li>• Data protection declaration</li> <li>• Child protection policy</li> <li>• Pastoral policy</li> <li>• UCAS policy</li> <li>• Information sharing protocol</li> </ul>	Paper & electronic
12.4	Student admission and enrolment	<ul style="list-style-type: none"> <li>• Admissions policy</li> <li>• Application form</li> <li>• Materials available on Open Evenings</li> <li>• Entry Requirements Booklet</li> <li>• Dates letter</li> <li>• Enrolment pack</li> </ul>	Paper and electronic
12.5	Student discipline	<ul style="list-style-type: none"> <li>• Pastoral policy</li> <li>• Drugs policy</li> <li>• Bullying policy</li> <li>• Retention policy</li> <li>• Review procedures</li> <li>• Learning Agreement</li> <li>• Charter</li> <li>• Attendance policy</li> <li>• Student handbook</li> </ul>	Paper & electronic
12.6	Student learning support services	<ul style="list-style-type: none"> <li>• Disability statement</li> <li>• Student handbook</li> <li>• Prospectus</li> <li>• Learning Agreement</li> <li>• Learner Support Funds policy</li> </ul>	Paper & electronic
12.7	Student liaison	<ul style="list-style-type: none"> <li>• Student council constitution</li> <li>• Student council minutes</li> </ul>	Paper
12.8	Student policies	<ul style="list-style-type: none"> <li>• Assessment policy</li> <li>• Attendance policy</li> <li>• Bullying policy</li> <li>• Careers policy</li> <li>• Charging policy, student trips, books etc</li> <li>• Photocopying charging policy</li> <li>• Coursework policy</li> <li>• Safeguarding policy</li> <li>• Drugs policy</li> <li>• Health &amp; Safety policy</li> <li>• ILT user policy</li> <li>• Learner Support Fund policy</li> <li>• Pastoral policy</li> <li>• Retention policy</li> <li>• UCAS policy</li> <li>• Student Handbook</li> <li>• Information sharing protocol</li> </ul>	Paper & electronic

		<ul style="list-style-type: none"> <li>• Copyright guidelines</li> <li>• Policy on plagiarism</li> </ul>	
12.9	Student welfare	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Student prospectus</li> <li>• Learning Agreement</li> <li>• Charter and complaints procedure</li> <li>• Disability Statement</li> <li>• Careers policy</li> <li>• Health advice bulletins</li> <li>• Student Planner</li> </ul>	Paper/ electronic

### **13. Other Services Provided**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
13.1	Availability and conditions of use of facilities	Library <a href="http://www.holycross.ac.uk/site/information/information.aspx">http://www.holycross.ac.uk/site/information/information.aspx</a> <ul style="list-style-type: none"> <li>• Information on opening times, stock and facilities</li> <li>• Library Catalogue</li> <li>• Interactive map of the library</li> <li>• General library, subject and information guides</li> <li>• General library rules displayed in library</li> <li>• Staff handbook</li> <li>• Student induction information on the Intranet</li> <li>• Library fines charging policy</li> </ul>	Electronic
13.2	Mission statements and related documents	<ul style="list-style-type: none"> <li>• The library's mission statement displayed in the library</li> <li>• Library policy statements available at the library enquiry desk</li> </ul>	Paper Paper
13.3	Chaplaincy	<ul style="list-style-type: none"> <li>• Student handbook</li> <li>• Prospectus</li> <li>• website</li> </ul>	Paper Electronic
13.4	Sports and Recreational Facilities for students	<ul style="list-style-type: none"> <li>• Prospectus</li> <li>• Student handbook</li> <li>• Website/intranet</li> </ul>	Paper Electronic
13.5	Scope of collections held	Library catalogues	Electronic

### **14. Procedures and Policies relating to human resources**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
14.1	Employment and employee relations	<ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to recruitment and selection</li> <li>• Terms and conditions of employment including: <ul style="list-style-type: none"> <li>Attendance Procedures</li> <li>Capability Procedures</li> <li>Conditions of Service Handbooks</li> <li>Disciplinary Procedures</li> <li>Grievance Procedures</li> <li>Leave of Absence Policy</li> <li>Professional Development Review Policy</li> <li>Procedures for reducing the staffing establishment</li> <li>Procedures for the dismissal of Senior Post Holders</li> <li>Premature Retirement Schemes</li> <li>Staff Development Policy</li> <li>Travel and Subsistence Policy</li> <li>Whistleblowing Policy (for compliance with the Public Interest Disclosure Act)</li> <li>Whole College Pay Policy</li> </ul> </li> <li>• Health and safety policy and procedures</li> <li>• Training Plan</li> <li>• Salary structures</li> <li>• Staffing structure</li> <li>• Job adverts and vacancy information</li> </ul>	All Electronic
14.2	Equality and Diversity	<ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation and disability.</li> <li>• Race Relations/Race Equality Policies as required under the Race Relations Amendment Act of 2000.</li> </ul>	Electronic
14.3	Staff development	<ul style="list-style-type: none"> <li>• Staff Development Policy and procedures</li> <li>• Induction booklets/packs</li> <li>• Professional Development Review Procedures</li> </ul>	Electronic

## **15. Health and Safety**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
15.1	Health and Safety	<ul style="list-style-type: none"><li>• Health and Safety policy</li><li>• Educational visits guidance</li><li>• Safeguarding policy</li><li>• Student handbook</li></ul>	Electronic  Paper

## **16. Estate Management**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
16.1	Estates	<ul style="list-style-type: none"><li>• Property strategy and plan</li><li>• Tendering policies</li><li>• Catering policies</li><li>• Travel policies</li><li>• Building maintenance and up-keep</li><li>• Recycling policies</li><li>• Disposal policies</li><li>• Map of main site</li><li>• Address of main site and any other locations</li></ul>	Electronic
16.2	Facilities available	<ul style="list-style-type: none"><li>• Sports hall charging policy</li><li>• Classrooms off peak</li><li>• Conference facilities, large hall, boardrooms, drama theatre, catering</li></ul>	

## **17. Complaints Procedure**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
17.1	Student complaints charter and complaints procedure	<ul style="list-style-type: none"><li>• Student handbook</li><li>• Student Planner</li></ul>	Paper Paper
17.2	Staff complaints	<ul style="list-style-type: none"><li>• Grievance Procedures</li><li>• Whistleblowing procedure</li></ul>	Electronic
17.3	Public complaints	<ul style="list-style-type: none"><li>• Procedure in relation to FOI complaints</li><li>• Complaints against the Governing Body ( in Standing Orders)</li></ul>	Electronic Website

## **18. Records management and personal data policies**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
18.1	Policies with regard to data and information	Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the institution, that data relating to them is	

		being handled well, minimising the risk of unauthorised access or disclosure. <ul style="list-style-type: none"> <li>• 1998 Data Protection Framework</li> <li>• Information Security Management: Code of Practice</li> <li>• Policies on CCTV monitoring, RIPA</li> <li>• IT yearly service standards review together with various help leaflets.</li> </ul>	Electronic
--	--	---	------------

## **19. Lists and registers**

19.1	Asset register	<ul style="list-style-type: none"> <li>• Capital assets over £1000 listed</li> </ul>	Electronic
19.2	Register of Governors	<ul style="list-style-type: none"> <li>• Governing Body membership, Committee structure and membership of Committees</li> <li>• Governors Register of Interest</li> </ul>	Website Paper
19.3	Other legally required lists/ Registers	<ul style="list-style-type: none"> <li>• Freedom of Information/Data Protection Requests log</li> </ul>	Electronic

---

Originator AM Cassidy

Date of Last Approval  
February 2009

Approval/ review body (ies) *Audit Committee/Governing Body*

Review interval (years) 2

Date of next review/ approval *Feb 2011*

---

**Holy Cross College**

**Freedom of Information Act 2000  
Information Access Request Form**

**Please read carefully the College Access to Information Policy/ Publication Scheme BEFORE you complete this form. It explains in detail the nature of Freedom of Information Requests and tells you what is expected from you AND what you should expect from us.**

Parts 1, 2, 3 and 4 must be completed as fully as possible.

**1. Personal details of the applicant**

Title (Mr/Mrs/Miss/Ms) .....	
First Name	Surname
.....	
Address .....	
Telephone	E-mail address
.....	

**2. Details of the information required, continue on separate sheet if necessary.**

(Please provide as much detail about the information you would like to have and to be as concise and as clear as possible in order that we can identify and process your request promptly. Any vagueness or ambiguity in your request will delay the processing).

.....
.....
.....
.....
.....
.....

**3. Other Information** (Please provide any other details to identify or locate the information which would help us process your request e.g. your preferred format of the information requested, contact details of staff who may have your requested information, number of copies you would like etc)

.....  
.....  
.....  
.....  
.....  
.....

**4. Data Protection Notice** – The personal details you have provided to Holy Cross College on this form will be used to process your request for information. These will also be used to keep a register of requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Signature .....

Date .....

**Important note – if the information you have asked for requires a fee, we will let you know on receipt of your request. If you choose to accept this fee charge, we will process your request upon receipt of payment**

Please send your completed request form to:  
Freedom of Information Manager  
Holy Cross College  
Manchester Road  
Bury  
Lancashire BL9 9BB

Fax Number: 0161 762 4501  
E-mail: [information@holycross.ac.uk](mailto:information@holycross.ac.uk)