

High Tunstall College of Science



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Freedom of Information Policy

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Stakeholder Consulted	-	Staffing, Staff Welfare and Finance Committee
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Responsibility for Review	-	Headteacher/Senior Teacher- Achievement and Standards

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Statement of intent

As an educational provider, our college has an obligation to publish a freedom of information statement, outlining how we will meet our duties under the Freedom of Information Act 2000 and associated regulations. The development and effective implementation of this policy fulfils that requirement.

More specifically, this policy outlines our college's policy and procedures for:

- The release and publication of private data and public records.
- Providing applicants with advice and assistance throughout the duration of their requests.

It also clarifies our position regarding the appropriate limit to the costs incurred by the college in obtaining any requested information, and on charging fees for its provision.

1. Legal framework

- 1.1. This policy has due regard to the following legislation:
 - The UK General Data Protection Regulation (UK GDPR)
 - The Data Protection Act 2018
 - The Freedom of Information Act 2000
 - The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
 - The Education (Pupil Information) (England) Regulations 2005
- 1.2. This policy also has due regard to guidance including, but not limited to, the following:
 - Cabinet Office (2018) 'Freedom of Information Code of Practice'
 - ICO (2021) 'Definition document for the governing bodies of maintained and other state-funded schools in England'
 - ICO (2015) 'Model publication scheme'
 - ICO (2016) 'Duty to provide advice and assistance (section 16)'
 - ICO (2023) 'Time limits for compliance under the Freedom of Information Act (section 10)'
- 1.3. This policy will be viewed in conjunction with the following other college policies:
 - Data Protection Policy
 - Records Management Policy
 - Subject Access Request Policy
 - Archive Policy.

2. Accepting requests for information

- 2.1. The college will only accept a request for information which meets all of the following criteria:
 - It is in writing (this includes requests sent to the college's official social media accounts)
 - It states the name of the applicant and an address for correspondence
 - It adequately describes the information requested
- 2.2. A request will be treated as made in writing if it meets all of the following requirements:

- It is transmitted by electronic means
 - It is received in legible form
 - It is capable of being used for subsequent reference.
- 2.3. Where a request is submitted in a foreign language, the college is not expected to obtain a translation of the request. For the request to be processed, the college will ask the applicant to provide their request in English.
- 2.4. The college will publish details of its procedures for dealing with requests for information on the website, which includes the following:
- A contact address and email address
 - A telephone number
 - A named individual to assist applicants with their requests

3. General rights of access to information held by the college

- 3.1. Provided that the request meets the requirements set out in [section 2](#) of this policy, the college will comply with its duty to:
- Confirm or deny to any person making a request for information to the college, whether it holds information of the description specified in the request
 - Provide the documentation, if the college confirms that it holds the requested information.
- 3.2. The duties outlined in 3.1 will be completed no later than twenty (20) school days, or sixty (60) working days if this is shorter, from receipt of the request.
- 3.3. Where a fee is charged, the timeframe within which the college has to respond to the request begins from the day the fee is received.
- 3.4. The college will not comply with section 3.1 of this policy where:
- The college reasonably requires further information to meet a freedom of information request, has informed the applicant of this requirement, but was not subsequently supplied with that further information
 - The information is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons
 - A request for information is exempt under section 2 of the Freedom of Information Act 2000
 - The cost of providing the information exceeds the appropriate limit

- The request is vexatious.
 - The request is a repeated request from the same person made within sixty (60) consecutive working days of the initial one
 - A fee notice was not honoured
 - The requested information is not held by the college for the purposes of the college's business.
- 3.5. Where information is, or is thought to be, exempt, the college will, within twenty (20) school days, give notice to the applicant which:
- States that fact
 - Specifies the exemption in question.
- 3.6. If information falls within scope of a qualified exemption and the college needs additional time to consider the public interest test, the college may extend the deadline. In most cases, the extension will exceed no more than a further twenty (20) school days; however, the actual length of the extension will be decided on a case-by-case basis.
- 3.7. Where a public interest test extension is required, the college will write to the applicant to inform them of this, stating the following information:
- Which exemption(s) the extension relies on and why
 - A revised deadline for when the applicant will receive their response.
- 3.8. Where a deadline has to be further extended, the college will write to the applicant again, stating the information outlined above.
- 3.9. Requests for information that is not recorded by the college (e.g., requests for explanations, clarification of policy and comments on the college's business) will not be considered valid requests. In these cases, the applicant will be provided with an explanation of why their request will not be treated under the Freedom of Information Act 2000 and the college will respond to the applicant through other channels as appropriate.
- 3.10. The information provided to the applicant will be in the format that they have requested, where possible. Where it is not possible to provide the information in the requested format, the college will assist the applicant by discussing alternative formats in which it can be provided. The information provided will also be in the language in which it is held, or another language that is legally required. If, under relevant disability and discrimination regulations, the college is legally obliged to provide the information in other forms and formats, it will do so.
- 3.11. In some cases, a request may be dealt with under more than one access regime, e.g., if the request involves both information about the

college and personal information, it will be dealt with under the Freedom of Information Act 2000 and the Data Protection Act 2018.

- 3.12. Staff are made aware that it is a criminal offence to alter, deface, block, erase, destroy or conceal any information held by the college with the intention of preventing disclosure following a request.

4. The appropriate limit

- 4.1. The college will not comply with any freedom of information request that exceeds the statutorily imposed appropriate limit of £450.
- 4.2. When determining whether the cost of complying with a freedom of information request is within the appropriate limit, the college will take account only of the costs we reasonably expect to incur in relation to:
 - Determining whether it holds the information
 - Locating the information, or a document which may contain the information
 - Retrieving the information, or a document which may contain the information
 - Extracting the information from a document containing it
 - Costs related to the time spent by any person undertaking any of the activities outlined in this policy on behalf of the college, are to be estimated at a rate of £25 per person per hour.
- 4.3. The college is not required to search for information in scope of a request until it is within the cost limit. If responding to one part of a request would exceed the cost limit, the college does not have to respond to any other parts of the request.
- 4.4. Where multiple requests for information are made to the college within sixty (60) consecutive working days of each other, either by a single person or by different persons who appear to be acting in concert, the estimated cost of complying with any of the requests is to be taken to be the total costs to the college of complying with all of them.

5. Charging fees

- 5.1. The college may, within twenty (20) school days, give an applicant who has requested information from the college, a written notice stating that a fee is to be charged for the college's compliance.
- 5.2. Charges may be made for disbursements, such as the following:
 - Production expenses, e.g., printing and photocopying
 - Transmission costs, e.g., postage
 - Complying with the applicant's preferences about the format in which they would like to receive the information, e.g., scanning to a CD or USB drive
- 5.3. Fees charged will not exceed the total cost to the college of:
 - Informing the person making the request whether we hold the information
 - Communicating the information to the person making the request.
- 5.4. Where a fee is to be charged, the college will not comply with the [General rights of access to information held by the college](#) section of this policy unless the requested fee is paid within a period of three months, beginning with the day on which the fees notice is given to the applicant.
- 5.5. Where a fee is paid by cheque, the college has the right to wait until the cheque is cleared before commencing work. Once a fee is received, the college will inform the applicant of the revised response deadline, i.e. an additional twenty (20) school days (or sixty [60] working days).
- 5.6. Where the college has underestimated the cost to be charged to an applicant, a second fees notice will not be issued; instead, the college will bear the additional costs. The college will not take into account any costs which are attributable to the time spent by persons undertaking any of the activities mentioned above.
- 5.7. When calculating the 20th school day in which to respond to a freedom of information request, the period beginning the day on which the fee notice is given to the applicant and ending with the day on which the fee is received will be disregarded.

6. Means of communication

- 6.1. Where, on making a request for information, the applicant expresses a preference for communication by any one of the following means, the college will, as far as is practicable, give effect to that preference:
- The provision to the applicant of a copy of the information in permanent form or in another form acceptable to the applicant
 - The provision to the applicant of a reasonable opportunity to inspect a record containing the information
 - The provision to the applicant of a digest, or summary of the information, in permanent form or in another form acceptable to the applicant.
- 6.2. Where a preference is not stated by the applicant, the college will communicate by any means which are reasonable under the circumstances. For example, where an applicant uses Twitter to make a request, the college may respond via an alternative medium as Twitter restricts the length of a response.

7. Providing advice and assistance

- 7.1. The college will meet its duty to provide advice and assistance, as far as is reasonable, to any person who proposes to make, or has made, requests for information to the college.
- 7.2. The college may offer advice and assistance in the following circumstances:
- If an individual requests to know what types of information the college holds and the format in which it is available, as well as information on the fees regulations and charging procedures
 - If a request has been made, but the college is unable to regard it as a valid request due to insufficient information, leading to an inability to identify and locate the information
 - If a request has been refused, e.g., due to an excessive cost, and it is necessary for the college to assist the individual who has submitted the request.
- 7.3. The college will provide assistance for each individual on a case-by-case basis; examples of how the college will provide assistance include the following:
- Informing an applicant of their rights under the Freedom of Information Act 2000

- Assisting an individual in the focus of their request, e.g., by advising of the types of information available within the requested category
 - Advising an applicant if information is available elsewhere and how to access this information
 - Keeping an applicant informed on the progress of their request
- 7.4. Where the college wishes to ask a different public authority to deal with a request by transferring it to them, this will only be done with the agreement of the applicant.
- 7.5. In order to provide assistance as outlined above, the college will engage in the following good practice procedures:
- Make early contact with an individual and keep them informed of the process of their request
 - Accurately record and document all correspondence concerning the clarification and handling of any request
 - Give consideration to the most appropriate means of contacting the applicant, taking into account their individual circumstances
 - Discuss with the applicant whether they would prefer to receive the information in an alternative format, in cases where it is not possible to provide the information requested in the manner originally specified
 - Remain prepared to assist an applicant who has had their request denied due to an exemption
- 7.6. The college will give particular consideration to what level of assistance is required for an applicant who has difficulty submitting a written request.
- 7.7. In circumstances where an applicant has difficulty submitting a written request, the college will:
- Make a note of the application over the telephone and then send the note to the applicant to confirm and return – the statutory time limit for a reply would begin here
 - Direct the individual to a different agency that may be able to assist with framing their request.
- NB.** This list is not exhaustive, and the college may decide to take additional assistance measures that are appropriate to the case.

- 7.8. Where an applicant's request has been refused either because the information is accessible by other means, or the information is intended for future publication or research, the college, as a matter of good practice, will provide advice and assistance.
- 7.9. The college will advise the applicant how and where information can be obtained, if it is accessible by other means.
- 7.10. Where there is an intention to publish the information in the future, the college will advise the applicant of when this publication is expected. If the request is not clear, the college will ask for more detail from the applicant in order to identify and locate the relevant information, before providing further advice and assistance.
- 7.11. If the college believes the applicant has not provided their real name, the college will inform the applicant that the request will not be responded to until further information is received from the applicant.
- 7.12. If the college is able to clearly identify the elements of a request, it will respond following usual procedures and will provide advice and assistance for the remainder of the request. If any additional clarification is needed for the remainder of a request, the college will ensure there is no delay in asking for further information.
- 7.13. Applicants are given two months to provide any requested clarification. If an applicant decides not to follow the college's advice and assistance and fails to provide clarification, the college is under no obligation to contact the applicant again.
- 7.14. If the college is under any doubt that the applicant did not receive the advice and assistance, the college will re-issue it. The college is not required to provide assistance where an applicant's request is vexatious or repeated, as defined under section 14 of the Freedom of Information Act 2000.
- 7.15. Where the college has already sent a refusal request in relation to a previous vexatious request, the college is not obliged to send another notice for future vexatious requests.
- 7.16. An ongoing evidence log is kept, recording relevant correspondence or behaviour that has been taken into account when a request has been classed as vexatious.
- 7.17. The college is not required to provide information where the cost of complying with a request exceeds the limit outlined in the Freedom of Information Act 2000. In such cases, the college will firstly provide the applicant with advice and assistance to help them reframe or refocus their request with a view of bringing it within the cost limit. Then the

college will consider whether any information can be provided free of charge if the applicant refuses to pay the fee.

7.18. If a request is refined, it will be treated as a new request.

7.19. A record will be kept of all the advice and assistance provided.

8. Consultation with third parties

8.1. The college may need to consult third parties about information held in scope of a request to consider whether it would be suitable to disclose the information. Situations where third parties may need to be consulted include the following:

- When requests relate to persons or bodies who are not the applicant and/or the college
- When the disclosure of information is likely to affect the interests of persons or bodies who are not the applicant or the college.

8.2. The college will consider if a third party needs to be directly consulted about a request, particularly, if there are contractual obligations that require consultation before information is disclosed.

8.3. Third parties will also be consulted where the college is proposing to disclose information relating to them or information that is likely to affect their business or private interests.

8.4. The views of third parties will be given appropriate weighting when deciding how to respond to a request. For example, if the third party created or provided the information, they may have a better understanding of its sensitivity.

8.5. It is ultimately the college's decision as to whether information in scope of a request will be released following any relevant consultation.

8.6. Where the college decides to release information following consultation with a third party, the third party will be informed in advance that the information is going to be disclosed.

8.7. Where the college intends to release information that relates to a large number of third parties, the college will consider whether it would be more appropriate to contact a representative organisation who can express views on behalf of the third parties, rather than contacting each party individually. If no representative organisation exists, the college may also consider only notifying or consulting a sample of the third parties relating to the disclosure. Decisions will be made on a case-by-case basis.

9. Internal reviews

- 9.1. When responding to requests for information, the details of the college's internal review process will be set out, including information about how applicants can request an internal review. Applicants will also be informed of their right to complain to the ICO if they are still dissatisfied following the outcome of the college's internal review.
- 9.2. Requests for an internal review should be made in writing to the college.
- 9.3. For a request for an internal review to be accepted, it must be made within forty (40) school days from the date the college issued an initial response to the request.
- 9.4. Upon receipt of an application, the college will acknowledge an application and inform the applicant of the intended response date. Responses will usually be delivered within twenty (20) school days of receipt of the application.
- 9.5. If an internal review is complex, requires consultation with third parties or the relevant information is of high volume, the college may need to extend the usual response timeframe. In these cases, the college will inform the applicant and provide an alternative response date. In most cases, the extension will exceed no more than a further twenty (20) school days; however, the actual length of the extension will be decided on a case-by-case basis.
- 9.6. Where clarification is needed from an applicant regarding the review, the normal response period will not begin until clarification is received. Wherever possible, the review will be undertaken by a different member of staff than the person who took the original decision. During a review, the college will evaluate the handling of the request; particular attention will be paid to concerns raised by the applicant.
- 9.7. The applicant will be informed of the outcome of the review and a record will be kept of such reviews and the final decision that is made. If the outcome of the review is to disclose information that was previously withheld, the information will be provided to the applicant at the same time they are informed of the response to the review, where possible. If this is not possible, the applicant will be informed of when the information will be provided.
- 9.8. Within the response to a review, the applicant will be informed again of their right to complain to the ICO.

10. Publication scheme

- 10.1. The college will meet its duty to adopt and maintain a publication scheme which specifies the information which it will publish on the college's website, and whether the information will be available free of charge or on payment.
- 10.2. The publication scheme will be reviewed and, where necessary, updated on an annual basis.

11. Contracts and outsourced services

- 11.1. The college will make clear what information is held by third party contractors on behalf of the college.
- 11.2. Where a contractor holds information relating to a contract held with the college on behalf of the college, this information is considered in the same way as information held by a public authority and so is subject to the Freedom of Information Act 2000.
- 11.3. When entering into a contract, the college and contractor will agree what information the college will consider to be held by the contractor on behalf of the college, this will be indicated in the contract.
- 11.4. Appropriate arrangements will be put in place for the college to gain access to information held by the contractor on the college's behalf, in the event that a freedom of information request is made. These arrangements will be set out in a contract, and will cover areas including, but not limited to, the following:
 - How and when the contractor should be approached for information and who the points of contact are
 - How quickly information should be provided to the college
 - How any disagreement about disclosure between the college and contractor will be addressed
 - How requests for internal reviews and appeals to the ICO will be managed
 - The contractor's responsibility for maintaining record keeping systems in relation to the information they hold on behalf of the college
 - The circumstances under which the college must consult with the contractor about disclosure and the process for doing so
 - The types of information which should not be disclosed and the reasons for this confidentiality, where appropriate.

- 11.5. In some situations, the college may offer or accept confidentiality arrangements that are not set out within a contract with a third party. The college and the third party will both be aware of the legal limits placed on the enforceability of expectations of confidentiality and the public interest in transparency. Such expectations will only be created where it is appropriate to do so.
- 11.6. Contractors must comply with requests from the college for access to information they hold on behalf of the college. Requests for information held by a contractor on behalf of the college will be responded to by the college. If a contractor receives a request, this will be passed onto the college for consideration.

12. **[Updated]** Monitoring and review

- 12.1. This policy will be reviewed on an annual basis, or in light of any changes to relevant legislation, by the Headteacher and Senior Teacher – Achievement and Standards.
- 12.2. The next scheduled review date for this policy is October 2026.

Appendix 1 - Model Publication Scheme

This scheme follows the model approved by the ICO and commits our college to make information available to the public as part of its normal business activities. The scheme commits the college to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the college and falls within the classifications below
- Specify the information which is held by the college and falls within the classifications below
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- Review and update on a regular basis the information the college makes available under this scheme
- Produce a schedule of any fees charged for access to information which is made proactively available
- Make this publication scheme available to the public
- Publish any dataset held by the college that has been requested, and any updated versions it holds, unless the college is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the college is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms section 19 of the Freedom of Information Act 2000. The terms 'dataset' and 'relevant copyright work' is defined in sections 11(5) and 19(8) of the Freedom of Information Act 2000 respectively.

Classes of information

Information that is available under this scheme includes:

- **Who we are and what we do:** Organisational information, locations and contacts, information on constitutional and legal governance
- **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions:** Policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations

- **Our policies and procedures:** Current written protocols for delivering our functions and responsibilities
- **Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of the college
- **The services we offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information which **will not** be made available under this scheme includes:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

Information covered by this scheme will, as far as possible, be published on the college website. Where this is impracticable, or you do not wish to access the information via the college website, information covered by this scheme can also be obtained by contacting our administration team at: htadmin@hightunstall.hartlepool.sch.uk or telephone 01429 261446.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, please request an appointment by contacting our administration team at htadmin@hightunstall.hartlepool.sch.uk or telephone 01429 261446. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language(s) that is legally required. Where we are legally required to translate any information, we will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

To enable us to process your request quickly, please mark correspondence:

“PUBLICATION SCHEME INFORMATION REQUEST”

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of Information readily available at minimum inconvenience and cost to the public. Charges made by the college for routinely published material will be justified and transparent and kept to a minimum.

Material which has been published and is accessible on the college website is available free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Where paper copies of the information covered by this scheme are requested, charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by the college, justified and are in accordance with a published schedule or schedule of fees – this is available via our 'Guide to information'.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with any other statutory powers held by the college.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by the college that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

To enable us to process freedom of information requests within statutory timeframes, please mark all correspondence:

“FREEDOM OF INFORMATION REQUEST”

Appendix 2 – Example FOI Request Evidence Log

Date of request	Format (e.g. email or in writing)	Location (Where is the correspondence stored?)	Requester	Repeated request? (Yes/No)	Deemed vexatious or repeated? (Yes/No)	Comments

Appendix 3 - Guide to information

Information to be published	How the information can be obtained
Who we are and what we do	
Our organisational information, structures, locations and contacts	Hard copy or website
Who's who in the college	https://htcs.org.uk/all-staff/
Who's who on the governing body, and the basis of their appointment	https://htcs.org.uk/governors/
Instrument of Government	https://htcs.org.uk/governors/
Contact details for the headteacher	https://htcs.org.uk/all-staff/
Contact details for the governing body	Hard Copy
The college prospectus	https://htcs.org.uk/prospectus/
The college's annual report	Hard Copy
The college's staffing structure	Hard Copy
College session times and term dates	https://htcs.org.uk/college-day/ https://htcs.org.uk/term-dates/
The college's address	https://htcs.org.uk/contact/
The college's contact details	https://htcs.org.uk/contact/
The college's email address	https://htcs.org.uk/contact/
The college website	www.htcs.org.uk
The names of key personnel	https://htcs.org.uk/staff/
What we spend and how we spend it	
Our financial information concerning the college's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year	Hard copy or website
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy
Details of expenditure items over £5000 including costs, supplier and transaction information.	Hard copy
Procurement and contracts the college has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the college's behalf, for example, the LA	Hard copy
The pay policy	Hard copy

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories.	Hard copy
The staffing, pay and grading structure.	Hard copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy
What our priorities are and how we are doing	
Our strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website
The college profile	Hard copy
Performance data supplied to the government	Hard copy
The latest Ofsted summary	https://htcs.org.uk/ofsted/
The latest Ofsted full report	https://htcs.org.uk/ofsted/
The latest post-inspection action plan	Hard copy
The performance management policy and procedures	Hard copy
The latest performance data	www.gov.uk
The college's future plans	Hard copy
The safeguarding and child protection policies and procedures	https://htcs.org.uk/statutory
How we make decisions	
Our decision-making processes and records of the decision we have made – including the current year and the previous three years	Hard copy or website
Admissions policy	https://htcs.org.uk/statutory
Information pertaining to admissions decisions (Not individual admission decisions.)	Hartlepool Borough Council
The governing body and its committees' agendas and meeting minutes (This excludes information that is regarded as private to the meetings.)	Hard Copy
Our policies and procedures	
Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy or website
Capability of staff policy	Hard Copy
Charging and remissions policy	https://htcs.org.uk/statutory
College behaviour policy	https://htcs.org.uk/statutory
Sex education policy	https://htcs.org.uk/statutory

Special educational needs (SEN) – SEN information report	https://htcs.org.uk/send/
Teacher appraisal policy	Hard Copy
Teachers' pay policy	Hard Copy
Data protection policy	https://htcs.org.uk/statutory
Health and safety policy	https://htcs.org.uk/statutory
Admissions arrangements	https://htcs.org.uk/statutory
Accessibility plan	https://htcs.org.uk/statutory
Behaviour principles written statement	https://htcs.org.uk/statutory
Central record of recruitment and vetting checks	Hard Copy
Complaints procedure statement	https://htcs.org.uk/statutory
Freedom of information procedures	https://htcs.org.uk/statutory
Governors' allowances (schemes for paying)	Hard Copy
Governing board and committee meeting minutes, and papers considered at meetings	Hard Copy
Premises management documents	https://htcs.org.uk/statutory
Equality information and objectives statement for publication	https://htcs.org.uk/statutory
Register of students' admission to college	Hard Copy
Register of students' attendance	Hard Copy
Register of business interests of headteachers and governors	https://htcs.org.uk/governors/
Staff discipline, conduct and grievance (procedures for addressing)	Hard Copy
Child protection policy and procedures	https://htcs.org.uk/statutory
Statement of procedures for dealing with allegations of abuse against staff	https://htcs.org.uk/statutory
Supporting students with medical conditions policy	https://htcs.org.uk/statutory
Provider access policy statement	https://htcs.org.uk/statutory
Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Information sharing policies 	Hard copy

Charging regimes and policies.	https://htcs.org.uk/statutory
Lists and registers	
Our currently maintained lists and registers – this does not include our attendance registers	Hard copy or website (Some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard Copy
Disclosure logs	Hard Copy
Asset register	Hard Copy
Any information the college is currently legally required to hold in publicly available registers	Hard Copy
The services we offer	
Information about the services we offer including, leaflets, guidance and newsletters produced for the public and businesses – current information only	Hard copy or website (Some information may only be available by inspection)
Extra-curricular activities	https://htcs.org.uk/extra-curricular-clubs/
Out of college clubs	Hard Copy
Services for which the college is entitled to recover a fee (and details of the fees)	Hard Copy
College publications, leaflets, books and newsletters	https://htcs.org.uk/expressions-magazine/ https://htcs.org.uk/prospectus/ https://htcs.org.uk/parental-information Hard copy

[Updated] Appendix 4 - Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing charged at 0.0047p per sheet (black and white)	The actual cost incurred by the college
	Photocopying/printing charged at 0.02p per sheet (colour)	The actual cost incurred by the college
	Postage Small Letter – 84p Large Letter 100g – £1.41 Large Letter 250g - £3.90 After this weight all classed as parcels. Small Parcel 2kg – £3.90 Medium Parcel 1kg - £6.29 Medium Parcel 2kg – £7.89 Medium Parcel 5kg - £7.89	Actual costs of Royal Mail standard 2 nd class