

# Freedom of Information Policy



### Policy Statement:

The College will comply with the requirements of the Freedom of Information Act 2000, as determined by the Freedom of Information Code of Practice, as published by the UK government: <https://www.gov.uk/government/publications/freedom-of-information-code-of-practice> and regulations published by the Information Commissioner's Office (ICO) and published on the ICO website: [Freedom of information and environmental information regulations | ICO](#)

### Publication Scheme:

The College has adopted the ICO's model publication scheme as published on the ICO website: <https://ico.org.uk/media2/migrated/1153/model-publication-scheme.pdf>

### Guide to Information:

NB: all information published on the College website can be requested in paper form by contacting the reception team, by telephone: 01803 400660, in person or by emailing [awoodcock@thespirescollege.com](mailto:awoodcock@thespirescollege.com). A charge of 5p per sheet may apply.

Information to be published	How you can obtain the information	Cost
<b>Class 1 - Who we are and what we do</b>		
Who's who in the Senior Leadership Team	Website: <a href="https://www.thespirescollege.com/page/?title=Senior+Leadership+Team&amp;pid=141">https://www.thespirescollege.com/page/?title=Senior+Leadership+Team&amp;pid=141</a>	None
Principal' contact details	Website: <a href="https://www.thespirescollege.com/page/?title=Senior+Leadership+Team&amp;pid=141">https://www.thespirescollege.com/page/?title=Senior+Leadership+Team&amp;pid=141</a>	None
Contact details: postal and email addresses. Where possible, named contacts with telephone number and email address.	Website: <a href="https://www.thespirescollege.com/contact-us">https://www.thespirescollege.com/contact-us</a>	None
Who's who on the governing body / board of governors and selection criteria for appointment	Website: <a href="https://www.thespirescollege.com/page/?title=Governors&amp;pid=20">https://www.thespirescollege.com/page/?title=Governors&amp;pid=20</a>	None
Governing body's contact details	<a href="https://www.thespirescollege.com/page/?title=Governance&amp;pid=14">https://www.thespirescollege.com/page/?title=Governance&amp;pid=14</a>	
School session times and term dates	Website: <a href="https://www.thespirescollege.com/page/?title=Term+Dates&amp;pid=98">https://www.thespirescollege.com/page/?title=Term+Dates&amp;pid=98</a>	None
School prospectus	Website (all information that would be in a hard copy prospectus can be found on the website)	None

<b>Class 2 – What we spend and how we spend it</b>		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit (for current and previous year)	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)
Annual budget and financial statements	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)
Capital funding	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)
Financial audit reports	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)
Staff pay – details of senior staff salaries in bands of £10,000. For more junior posts, by salary range	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)
Procurement and contracts we have entered into	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)
Details of any premiums we receive such as Pupil premium	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)

### Class 3 – What our priorities are and how we are doing

School profile, including performance data and the latest Ofsted report	Direct link: <a href="https://www.compare-school-performance.service.gov.uk/school/113526/the-spires-college">https://www.compare-school-performance.service.gov.uk/school/113526/the-spires-college</a> Website: <a href="https://www.thespirescollege.com/page/?title=Ofsted&amp;pid=115">https://www.thespirescollege.com/page/?title=Ofsted&amp;pid=115</a>	None
Performance tables	Via link on website: <a href="https://www.thespirescollege.com/page/?title=Outcomes&amp;pid=116">https://www.thespirescollege.com/page/?title=Outcomes&amp;pid=116</a>	None
Safeguarding and child protection	Website: <a href="https://www.thespirescollege.com/page/?title=Safeguarding&amp;pid=108">https://www.thespirescollege.com/page/?title=Safeguarding&amp;pid=108</a>	None
Performance management policy and procedures adopted by the governing body	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)
Careers programme information	Website: <a href="https://www.thespirescollege.com/page/?title=Careers+and+Destinations&amp;pid=61">https://www.thespirescollege.com/page/?title=Careers+and+Destinations&amp;pid=61</a>	None
The school's future plans. E.g. proposals for and any consultation on the future of our school, such as a change in status	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)
Impact Assessments (e.g. Health & Safety Impact Assessment, Data Protection Impact Assessment, Equality Impact Assessments etc.)	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)

### Class 4 – How we make decisions

Admissions policy and admission decisions (e.g. application numbers/patterns of successful applicants, including criteria on which applications were successful). Please note, this will not include information on	Website: <a href="https://www.thespirescollege.com/page/?title=Student+Admissions&amp;pid=127">https://www.thespirescollege.com/page/?title=Student+Admissions&amp;pid=127</a> Direct link: <a href="https://www.torbay.gov.uk/schools-and-learning/admissions/secondary-applications/">https://www.torbay.gov.uk/schools-and-learning/admissions/secondary-applications/</a>	None
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individual admissions decisions		
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)

### Class 5 – Our policies and procedures

Admissions policy	Website: <a href="https://www.thespirescollege.com/page/?title=Admissions&amp;pid=100">https://www.thespirescollege.com/page/?title=Admissions&amp;pid=100</a>  Direct link: <a href="https://www.torbay.gov.uk/schools-and-learning/admissions/secondary-applications/">https://www.torbay.gov.uk/schools-and-learning/admissions/secondary-applications/</a>	None
Behaviour Policy, Anti-Bullying Policy and Searching and Confiscation Policy	Website: <a href="https://www.thespirescollege.com/page/?title=Behaviour&amp;pid=101">https://www.thespirescollege.com/page/?title=Behaviour&amp;pid=101</a>	None
Careers Policy	Website: <a href="https://www.thespirescollege.com/page/?title=Careers&amp;pid=103">https://www.thespirescollege.com/page/?title=Careers&amp;pid=103</a>	None
Charging Policy	Website: <a href="https://www.thespirescollege.com/page/?title=Charging&amp;pid=104">https://www.thespirescollege.com/page/?title=Charging&amp;pid=104</a>	None
Complaints Policy	Website: <a href="https://www.thespirescollege.com/page/?title=Complaints&amp;pid=105">https://www.thespirescollege.com/page/?title=Complaints&amp;pid=105</a>	None
Data Protection Policy, Privacy Notices, CCTV Policy, Protection of Biometric Information Policy and Photo Consent, Use and Storage Policy	Website: <a href="https://www.thespirescollege.com/page/?title=Data+Protection&amp;pid=106">https://www.thespirescollege.com/page/?title=Data+Protection&amp;pid=106</a>	None
Relationships and Sex Education Policy	Website: <a href="https://www.thespirescollege.com/page/?title=Relationships+and+sex+Education&amp;pid=107">https://www.thespirescollege.com/page/?title=Relationships+and+sex+Education&amp;pid=107</a>	None
Safeguarding Policy	Website: <a href="https://www.thespirescollege.com/page/?title=Safeguarding&amp;pid=108">https://www.thespirescollege.com/page/?title=Safeguarding&amp;pid=108</a>	None
Attendance Policy	Website: <a href="https://www.thespirescollege.com/page/?title=Attendance&amp;pid=166">https://www.thespirescollege.com/page/?title=Attendance&amp;pid=166</a>	None

Special Educational Needs Policy and Accessibility Plan	Website: <a href="https://www.thespirescollege.com/page/?title=SEND+Information&amp;pid=118">https://www.thespirescollege.com/page/?title=SEND+Information&amp;pid=118</a>	None
Equality and Diversity	Website: <a href="https://www.thespirescollege.com/page/?title=Miscellaneous&amp;pid=110">https://www.thespirescollege.com/page/?title=Miscellaneous&amp;pid=110</a>	None
Policies and procedures relating to recruitment and human resources	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)
Pay Policy	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)

### Class 6 – Lists and Registers

Curriculum circulars and statutory instruments	Website: <a href="https://www.thespirescollege.com/page/?title=Curriculum&amp;pid=39">https://www.thespirescollege.com/page/?title=Curriculum&amp;pid=39</a>	None
Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Website: <a href="https://www.thespirescollege.com/page/?title=Data+Protection&amp;pid=106">https://www.thespirescollege.com/page/?title=Data+Protection&amp;pid=106</a>	None
Disclosure logs, i.e., information provided in response to FOIA/EIR requests	Inspection only	
Asset register and Information Asset register	Inspection only	
Any information we are currently legally required to hold in publicly available registers	Inspection only	

### Class 7 – The services we offer

Extra-curricular activities	Website: <a href="https://www.thespirescollege.com/page/?title=Enrichment+and+Extra%2DCurricular&amp;pid=28">https://www.thespirescollege.com/page/?title=Enrichment+and+Extra%2DCurricular&amp;pid=28</a>	None
Services for which we are entitled to recover a fee, together with those fees	Website: <a href="https://www.thespirescollege.com/page/?title=Charging&amp;pid=104">https://www.thespirescollege.com/page/?title=Charging&amp;pid=104</a>  Details available on request by emailing <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	None  5p per page (hard copy)
Requests for paper copies of information	Hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	5p per page (hard copy)

<b>Additional Information</b>		
Any information that is not itemised in the lists above	Any information that cannot be found on the College website can be requested in hard copy: Available on request by email to: <a href="mailto:enquiries@thespirescollege.com">enquiries@thespirescollege.com</a>	None

### **Schedule of charges**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying and printing in black and white	Actual cost * 5p per page
	Photocopying and printing in colour	Actual cost Charge not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	In accordance with the relevant legislation	

\* the actual cost incurred