



HAVERING SIXTH FORM COLLEGE

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME - INTRODUCTION

1. Legal requirement

1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. The Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth forms.

2. What is a publication scheme?

2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available routinely. These descriptions are called 'classes of information'.

The scheme is not a list of the actual publications, because this will change as new material is published or existing material is revised. It is, however, the public authority's commitment to make available the information described.

2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3. The 'model' publication scheme for further education

3.1 Havering Sixth Form College has adopted the model publication scheme developed for the further education sector and is therefore committed to publishing the information it describes.

3.2 This model is designed for further education colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

4. Who we are

KEY FACTS AND FIGURES ABOUT HAVERING SIXTH FORM COLLEGE

Havering Sixth Form College aims to be outstanding. Outstanding means the highest possible levels of achievement & progression of all kinds (academic, vocational, sporting, artistic, musical...) by the highest possible number.

- Havering Sixth Form College is one of the largest Sixth Form colleges in the country.
- It has over 2,750 full time students.
- The annual budget in 2015 is £12.8 million

College Address:

Havering Sixth Form College
Wingletye Lane
HORNCHURCH
RM11 3TB

5. Accessing information covered by the publication scheme

5.1 The classes of information we publish are described in the second part of the scheme.

5.2 Next to each class, we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

5.3 There are various ways of contacting the College to request information available through our publication scheme:-

College website: www.havering-sfc.ac.uk

By e mail: This covers documents not available on the College website but available by e mail from the College. Most of the policies and procedures can be accessed this way as this ensures that the most up-to-date version is provided.

E mail address for Publication Scheme enquiries: foi@havering-sfc.ac.uk

Paper copy: If you do not have access to an e mail address, a paper copy can be posted to you or made available for collection.

Havering Sixth Form College
Wingletye Lane
HORNCHURCH
RM11 3TB

Tel: 01708 514400

5.4 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

6. What about information not covered by the publication scheme?

6.1 From 1 January 2005 you have the right under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

6.2 Requests must be made in writing and, in general, public authorities have 20 working days to respond. They may charge a fee, which is calculated according to Fees Regulations. They are not required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

7. Feedback

7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to:

Havering Sixth Form College
Wingletye Lane
HORNCHURCH
RM11 3TB
Tel: 01708 514400

Or by e mail to foi@havering-sfc.ac.uk

7.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire SK9 5AF

8. Further information

More information about the Freedom of Information Act 2000 is available on the Information Commissioner's website at <http://www.ico.gov.uk/>