Castle Donington College
Freedom of Information Publication Scheme

This is a list of information the College holds. Not all will be released as part of an FOI request.
All requests will be considered in line with our policy and obligations.

Information available	How the information can be obtained	Charge
Information, structure, locations and contacts		
Current information only		
Who's who in Castle Donington College	Website	No charge
Governing Board – names and contact details of the governors and the basis of their appointment	Website	No charge
Instrument of Government –Funding Agreements	DfE website	No charge
Staffing structure	Website	No charge
Session times, term dates and holidays	Website	No charge
Location & Contact information – address, telephone numbers & website	Website	No charge
Contact details for the Principal and the Governing Board	Website	No charge
Information available	**How the information can be obtained**	**Charge**
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Minimum of current and the previous two years financial year)		
Annual financial statements, capital funding and income generation for prior years	Hard copy and on website	No charge
Statutory Accounts	CDC/ Companies House website	No charge
Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year	Electronic copy through request to postroom@cdcollege.uk	No charge
Procurement and contracts, subject to the commercial/confidential public interest test	Electronic copy through request to postroom@cdcollege.uk	No charge
Staff grading and structure	Hard copy	Schedule of charges
Governors' allowances – details if allowances/expenses that can be claimed/incurred	Hard copy	Schedule of charges

Information available	How the information can be obtained	Charge
Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
School Profile -Government supplied data Latest OFSTED report – summary and full report	DfE Website Ofsted website	Schedule of charges
Examination results	Website	No charge
Performance Management policy and procedures	Hard copy	Schedule of charges
Future plans	Website	No charge
Safeguarding policies and procedures	Electronic/Hard copy & Website	Schedule of charges
Information available	**How the information can be obtained**	**Charge**
Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy and decisions (not individual decisions)	Website	No charge
Governing Board meeting agendas and minutes – (this will exclude information that is properly regarded as confidential to the meeting)	Electronic/Hard copy	No charge
Information available	**How the information can be obtained**	**Charge**
Current written protocols, policies and procedures for delivery our services and responsibilities Current information as a minimum		
Policies including: Charging and remission policy Health & Safety Policy Complaints Policy Staff, discipline, grievance, pay and conduct Policies Staffing structure implementation plan Equal Opportunities policies – including equality & diversities Staff Recruitment & Selection policies Safeguarding/Child Protection Policy	Electronic/Hard copy & website	No charge

Pupil and curriculum policies including: Curriculum Policy Relationship and Sex Education Policy Special Needs Educational Policy/Information Report Accessibility Policy	Electronic/Hard copy & website	No charge
Information available	**How the information can be obtained**	**Charge**
Procedures and Policies Current information as a minimum		
Pupil and curriculum policies including: (cont'd) Equality Policy Pupil Behaviour, Discipline Exclusion Policy	Electronic/Hard copy & website	No charge
Records Management and Personal Data Policies: Records Management Policy Data Protection policies	Electronic/Hard copy/website	No charge
Charging Regimes and policies: includes details of any statutory charging regimes – charges made for information routinely published. Clearly stating what costs are to be recovered, the basis on which they are made and how they are calculated.	Electronic/Hard copy	No charge
Information available	**How the information can be obtained**	**Charge**
Lists and Registers only		
Curriculum circulars and statutory instruments	Electronic/Hard copy	Schedule of charges
Disclosure Logs	Electronic/Hard copy	Schedule of charges
Asset Register	Electronic/Hard copy	Schedule of charges
Any information the College is currently legally required to hold in publicly available registers	Electronic/Hard copy	Schedule of charges
Information services **Current information only**		
Extra-curricular activities /Out of School Clubs	Website	No charge
School publications	Website	No charge
Services for which the school is entitled to recover a fee, together with those fees	Website	No charge
Leaflets, booklets and newsletters	Website	No charge