



## PUBLICATION SCHEME AND FREEDOM OF INFORMATION

Last Review:	September 2022
Next Review:	September 2025
Policy Owner	Freedom of Information Officer

### Vision

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be men and women of courage who are alive to the needs of humanity and committed to making a better world. We are committed to building a healthy and vibrant college that treats people with respect and creates the opportunity for students to fulfil their potential. Bringing together students with different backgrounds, experiences and perspectives allows us to become more innovative and successful.

### What is the scheme?

The publication scheme is a guide to the information routinely published by Loreto College, or which it is intended to publish. The Scheme provides a description of the "classes" or types of information published. Adopting a publication scheme is a requirement of Section 19 of The Freedom of Information Act 2000, updated in January 2009. The purpose of the Act is to promote greater openness by public authorities (i.e. government and other public sector organisations, including Universities and Further Education Colleges). The **Loreto College scheme** follows the Model Publication Scheme produced for Universities, further education colleges and sixth form colleges across England, Wales and Northern Ireland for use from January 2009.

### How do I obtain information covered by the publication scheme?

Loreto College will make items available which belong to classes in the Publication Scheme. Any exceptions are noted in the descriptions of the different classes of information. These will generally be for reasons related to the General Data Publication Regulation (GDPR) or commercial sensitivity. Where possible we intend to publish all documents covered by the scheme in electronic format via the college's website at [www.loreto.ac.uk](http://www.loreto.ac.uk) although many documents are available in hard copy only.

Requests for information should be made to the Freedom of Information Officer.

Freedom of Information Officer  
Loreto College  
Chichester Road South  
Manchester M15 5PB  
Tel: 0161 226 5156

### **How much do printed publications cost?**

Printed information about 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, we will produce publications in other formats; in these cases, we will usually make a charge, amounting to the cost of producing the item in the format requested and sending it, with a minimum charge of £20. In certain circumstances the College may waive the charge. For a full list of fees please contact the Freedom of Information Officer. If you are not able to obtain what you require, or if you have any questions, comments or complaints about this scheme, please contact: Freedom of Information Officer.

### **What about information not covered by the publication scheme?**

From 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information (subject to certain exemptions) held by a public authority, including a college such as Loreto College, which has not already been made available through our publication scheme. Requests have to be made in writing and, in general, public authorities have 20 working days to respond. We may charge a fee, which will have to be calculated according to Fees Regulations. We are not required to release information to which an exemption in the Act legitimately applies.

### **Complaints**

We will do everything in our power to meet your information needs. However, if you have a complaint we are unable to resolve, you have the right to complain to the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act.

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

## FREEDOM OF INFORMATION – MODEL PUBLICATION SCHEME

This is not an exhaustive list but indicative of the types of document held. If information you require is not shown in this guide, please contact the Freedom of information Manager. Some information may in some circumstances be exempt from disclosure.

<b>Who we are and What we do</b>	Organisational information, structures, locations & contacts	
Legal Framework	Information relating to the legal and corporate status of the College	Information available on application to the Freedom of Information Officer
Organisation of College	Organisational Structure - names & responsibilities of key people	Information available on application to the Freedom of Information Officer
Boards & Committees	Membership, Description Details of Governors, Committees, and Instruments & Articles, <b>Minutes</b>	Information available on the College website <a href="http://www.loreto.ac.uk">www.loreto.ac.uk</a>
Student Activities	Non-academic activities	Information available on application to the Freedom of Information Officer
<b>What we Spend and How we Spend it</b>	Financial Information	
Funding/Income	Sources of funding & income e.g. funding grants, tuition fees, endowment and investment income	Information available on application to the Freedom of Information Officer
Budgetary and Account Information	Financial Statements available to the public to see where money is being spent.	Information available on the College website <a href="http://www.loreto.ac.uk">www.loreto.ac.uk</a>
Financial Audit Reports		information available on application to the Freedom of Information Officer
Capital Programme	Info on major plans for capital expenditure including any public private partnership contracts	Information available on application to the Freedom of Information Officer
Financial Regulations & Procedures		Information available on application to the Freedom of Information Officer
Pay Policy Information		Information available on application to the Freedom of Information Officer
Staff pay and grading structures		Information available on application to the Freedom of Information Officer
Staff allowances and expenses	See Financial Procedures	Information available on application to the Freedom of Information Officer

Governors' allowances		Information available by application to the Freedom of Information Officer
Register of Suppliers Procurement and tender procedures and reports	Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders	Significant Contracts List Information available by application to the Freedom of Information Officer
What Our Priorities are and How we are doing	Strategies and plans, performance indicators, audits, inspections and reviews. Material at least from the current and previous 3 years	Information available on application to the Freedom of Information Officer
Corporate and Business Plans		Information available on application to the Freedom of Information Officer
Academic Quality and Standards Performance data		Information available on the college website and the government website <a href="https://www.gov.uk/school-performance-tables">https://www.gov.uk/school-performance-tables</a>
Ofsted Inspection Report (Latest)		Information available at <a href="https://www.gov.uk/find-ofsted-inspection-report">https://www.gov.uk/find-ofsted-inspection-report</a>
<b>How we make Decisions</b>	Decision making processes and records of decisions.	
Governing Body, Student Council, Leadership Team and other College Committees	Minutes of meetings where key decisions are made about operation of the college - excluding material that is properly considered to be private	Information available on application to the Freedom of Information Officer
Appointment Committees and procedures		Information available on application to the Freedom of Information Officer
<b>Our Policies and Procedures</b>	Current written protocols, policies and procedures for delivering services and responsibilities	
Policies and Procedures for conducting college business		Information available on the College website and where not published, is available on application to the Freedom of Information Officer
Procedures and Policies relating to Human Resources		Information available on application to the Freedom of Information Officer

Procedures and Policies relating to Recruitment	Current vacancies Recruitment and Selection for Employees	Information available on application to the Freedom of Information Officer
Code of Conduct for Members of Governing Bodies		Information available on application to the Freedom of Information Officer
Equality & Diversity	Policies, Statements, procedures and guidelines regarding equality & diversity.	Information available on the College website <a href="http://www.loreto.ac.uk">www.loreto.ac.uk</a> or Information available on application to the Freedom of Information Officer
Health & Safety		Information available on the College website <a href="http://www.loreto.ac.uk">www.loreto.ac.uk</a>
Complaints Policies and Procedures	Include covering requests for information and operating the Publication Scheme Complaints Procedure	information available on the College website <a href="http://www.loreto.ac.uk">www.loreto.ac.uk</a>
Records Management and Personal Data Policies	Information Security Policies, records retention and archive policies, data protection (including data sharing)	Information available on application to the Freedom of Information Officer
Charging regime and policies		Information available on application to the Freedom of Information Officer
<b>Lists and Registers</b>	Current information the College is legally required to hold in publicly available registers	
Register of Members Interests		Information available on application to the Freedom of Information Officer
Asset Registers	Financial Statements available on the website	Information available on the College website <a href="http://www.loreto.ac.uk">www.loreto.ac.uk</a>
CCTV		Information available on the College website <a href="http://www.loreto.ac.uk">www.loreto.ac.uk</a>
Freedom of Information Disclosure Logs	Information that has been provided in response to request should be readily available.	Information available on application to the Freedom of Information Officer
<b>The Services We Offer</b>	Include marketing, leaflets, guidance and newsletters	
Prospectus and Course Content		<a href="http://www.loreto.ac.uk">www.loreto.ac.uk</a> and upon request to the College Admissions Officer
Welfare & Counselling Services	Counselling Policy	Information available on application to the Freedom of Information Officer

Funding available to students		Bursary Information and application on the College website <a href="http://www.loreto.ac.uk">www.loreto.ac.uk</a>
Careers Advice		Information available on application to the Freedom of Information Officer
Learning Resource Centre		Information available on application to the Freedom of Information Officer
Media Releases		Information from social media platforms: <a href="http://www.loreto.ac.uk">www.loreto.ac.uk</a> ;