

Information available from Orchard Hill College under the model publication scheme

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do		
Information about us; our structures, locations and contacts	https://orchardhill.ac.uk/about_us/	There is no charge for digital copies of information. A charge of 5p per page plus postage at cost may be made for paper copies of information.
Contact details for the Organisation, postal and email address, telephone number.	https://orchardhill.ac.uk/contact/	
Principal's contact details	https://orchardhill.ac.uk/contact/	
Who's who in the College	https://orchardhill.ac.uk/about_us/team-structure/	
Who's who on the governing body / board of governors and selection criteria for appointment	https://www.ohcat.org/governance/ohc-governance-information/	
Governing body's contact details	https://orchardhill.ac.uk/contact/	
Instrument of Government / Articles of Association	https://www.ohcat.org/governance/ohc-statutory-information/	
College prospectus	https://orchardhill.ac.uk/admissions/prospectus/	
College session times and term dates	https://orchardhill.ac.uk/parents/term-dates/ https://orchardhill.ac.uk/parents/faqs/	
Class 2 – What we spend and how we spend it		

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	https://www.ohcat.org/governance/ohc-statutory-information/ Please contact us for more information. Please mark all requests Freedom of Information Request https://orchardhill.ac.uk/contact/	There is no charge for digital copies of information. A charge of 5p per page plus postage at cost may be made for paper copies of information.
Annual budget and financial statements		
Capital funding		
Financial Audits reports		
Details of expenditure items over £2000		
Staff pay		
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors		
Procurement and contracts we have entered into		
Details of any premiums we receive such as Pupil premium.		
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews	https://www.ohcat.org/governance/ohc-statutory-information/	There is no charge for digital copies of information. A charge of 5p

Annual Report	Please contact us for more information. Please mark all requests Freedom of Information Request https://orchardhill.ac.uk/contact/	per page plus postage at cost may be made for paper copies of information.
Latest reports from regulators (Ofsted) - Summary - Full report - Post-inspection action plan	https://orchardhill.ac.uk/about_us/ofsted/ Please contact us for more information. Please mark all requests Freedom of Information Request https://orchardhill.ac.uk/contact/	
Exam and assessment results		
Performance tables		
Careers programme information	https://orchardhill.ac.uk/parents/information-advice-and-guidance/	
The college's future plans e.g. proposals for and any consultation on the future of our college.	https://orchardhill.ac.uk/post-16-campus/	
College profile and performance data supplied to the English Government	Please contact us for more information. Please mark all requests Freedom of Information Request https://orchardhill.ac.uk/contact/	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc.), as appropriate and relevant	Please contact us for more information. Please mark all requests Freedom of Information Request https://orchardhill.ac.uk/contact/	
Class 4 – How we make decisions		
Admissions policy and, where applicable, admission decisions	https://orchardhill.ac.uk/admissions/admissions/	There is no charge for digital copies of information. A charge of 5p/page plus postage at cost may be made for
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	https://orchardhill.ac.uk/about_us/governors/	

		paper copies of information.
Class 5 – Our policies and procedures		
College policies and other documents, such as behaviour policy, anti-bullying policy, e-safety policy, values and ethos etc.	https://orchardhill.ac.uk/about_us/policies/	There is no charge for digital copies of information. A charge of 5p per page plus postage at cost may be made for paper copies of information.
Safeguarding and child protection, including protecting children's personal data	https://orchardhill.ac.uk/about_us/safeguarding/	
Equality and Diversity	https://orchardhill.ac.uk/about_us/equality-diversity/	
Policies and procedures relating to recruitment and human resources	Please contact us for more information. Please mark all requests Freedom of Information Request https://orchardhill.ac.uk/contact/	
Special educational needs	https://orchardhill.ac.uk/about_us/sen-information-report/	
Customer service and Complaints policies and procedures (inc handling requests for information and operating the publication scheme)	https://orchardhill.ac.uk/about_us/policies/	
Pay Policy	Please contact us for more information. Please mark all requests Freedom of Information Request https://orchardhill.ac.uk/contact/ https://orchardhill.ac.uk/about_us/policies/ https://orchardhill.ac.uk/privacy-statement/	
Records management (Information security policies Records retention, destruction and archive policies) Data protection		
Charging regimes and policies	https://orchardhill.ac.uk/admissions/admissions/	
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	https://www.ohcat.org/governance/ohc-statutory-information/	There is no charge for digital copies of information. A charge of 5p per page plus postage at cost may be made for paper copies of information.
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Please contact us for more information. Please mark all requests Freedom of Information Request https://orchardhill.ac.uk/contact/	

Disclosure logs i.e. information provided in response to FOIA/EIR requests		
Asset register and Information Asset register		
Any information we are currently legally required to hold in publicly available registers	https://www.ohcat.org/ https://orchardhill.ac.uk/	
Class 7 – The services we offer (some information may only be available by inspection)		
Extra-curricular activities	https://orchardhill.ac.uk/key-information/outcomes-for-students/	There is no charge for digital copies of information. A charge of 5p per page plus postage at cost may be made for paper copies of information.
Out of school clubs		
Services for which we are entitled to recover a fee, together with those fees	https://orchardhill.ac.uk/key-information/financial-support/	
Our publications, leaflets, books and newsletters	https://orchardhill.ac.uk/parents/newsletter/ https://www.ohcat.org/about_us/include-magazine/ https://www.ohcat.org/about_us/in-the-media/	
Additional Information	https://orchardhill.ac.uk/	
Requests for paper copies of information and any information that is not itemised in the lists above	Please mark all requests Freedom of Information https://orchardhill.ac.uk/contact/	