

**GREENHEAD COLLEGE
GREENHEAD ROAD
HUDDERSFIELD
HD1 4ES**

Freedom of Information Act 2000

MAIN CATEGORIES

The main groups of classes of information in the model publication scheme are:

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. HUMAN RESOURCES
4. PHYSICAL RESOURCES
5. STUDENT ADMINISTRATION AND SUPPORT
6. INFORMATION SERVICES
7. TEACHING AND LEARNING
8. EXTERNAL RELATIONS

The columns used in this MPS are shown below:

Class	Description	Manner	Fee
Examples of the type of information that fit in this class	A brief description to aid the public in understanding what the type of information is	The media in which the information is to be provided, ie paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

GREENHEAD COLLEGE

ABOUT THE COLLEGE

The philosophy of the college is based on the understanding that each member is to be valued as an individual. This uniqueness and individuality is reflected in the systems it has evolved. It has engendered a culture of praise and encouragement which supports and challenges both staff and students. The college enjoys a high standing in the community.

Greenhead College was established as a sixth form college in 1974 on the site of a former grammar school. The grounds are close to the town centre of Huddersfield and adjacent to Greenhead Park. The bus and train stations are within five minutes walking distance. The college grew in size each year from 1974 but incorporation in 1993 provided the stimulus for further development and expansion. This has resulted in the buildings being significantly extended and refurbished in the past few years. The college continues to meet and exceed its target for growth.

There is a second sixth form college in Huddersfield together with a large technical college. The three colleges work closely together and have signed a concordat which requires senior staff from the three institutions to meet regularly and discuss matters of mutual interest. Similar meetings also take place with senior representatives of the local authority. The net result of this cooperation is that overt competition has been reduced to a minimum and so the main focus of the three colleges is the education and success of their respective students.

Shortly after incorporation the college took the decision to concentrate on level three work. Thus 32 syllabuses covering 24 Advanced level subject areas are offered together with AVCE's in Business Studies, Health and Social Care and Science. GCSE English and Mathematics are also offered together with a large number of RSA courses. All students are expected to take four subjects in the first year with the majority reducing to three subjects in the second year. For most first year students this means four AS subjects, with a small number taking three AS with either GCSE English or Mathematics.

The minimum entrance requirement for all students is five GCSE passes at C or above including either English or Mathematics. All students are expected to take Key Skills, at level three, in the first year.

A unique difference within the college is the tutorial system which has been graded 1 in both FEFC inspections. There are twenty tutors who have chosen to undertake this type of work. They teach their academic subject for half their contact time, and for the other half they look after about 100 first and second year students in tutor groups of about 23. The tutors deliver a two year personal and social development programme as well as Careers advice and information and are fully responsible for the students' welfare, acting as a link between subject staff and parents. They are also in charge of all University and job applications. The college also has two part-time counsellors.

The student body is represented by a fully elected Students' Council organised by elected senior students and aided by an Assistant Principal. The third strand of the student experience is provided by the college's enrichment programme. This area of the college's work won a Queen's Award in November 2000. The citation said "The college's enrichment programme is a national exemplar of what can be done at sixth form level to extend students' education and personal growth beyond their academic courses. Hugely varied and demanding, the programme calls on students to develop self-reliance, promotes citizenship and prepares them to meet the world of work or further study with confidence and commitment." The extent of student choice across the range of music, sport, drama, Duke of Edinburgh's Award Scheme, community service and work shadowing is enormous. There is a minimum requirement for students' participation but many take part in more activities by choice. The enrichment programme is a significant factor in attracting students to the college.

The academic structure of the college is based on Heads of Department who are centred on subjects or subject areas. All teaching staff are expected to teach four subject groups a year with the addition of one or two enrichment sessions per week. There are two Vice Principals and a team of Assistant Principals who together with the Principal form the Administrative Group. This group's purpose is to reduce to an absolute minimum paperwork for departmental staff. We strive for freedom from bureaucracy, leaving the academic staff to concentrate on teaching our students. Meetings are kept to a minimum.

The college has been inspected twice by the FEFC, the second time in 1997/1998. Both reports were outstanding. All curricular areas received a grade 1. The college was awarded its first Queen's Award in 1996 for its value-added systems and pastoral support for students. It was awarded Beacon status by the then DfEE in 1999 and gained FEFC Accredited status. The Chemistry, Biology, Business Studies and Physics departments have also been awarded

Beacon status as has the Duke of Edinburgh Award section within the enrichment programme. The college was inspected by Ofsted in 2004 and rated outstanding; it was also granted LSC Beacon Status in September 2004.

The college is a member of the Sixth Form Colleges Employers' Forum and the Association of Colleges. The recommendations from these bodies are considered by the corporation. The college is in sound financial health and is categorised as a grade A institution.

Whilst the college has developed and maintains close links with the other two local colleges, it nevertheless has its own educational ethos. There are at present twelve local 11-16 schools. The college has very close links that have been built up over the years with these institutions. The students from these schools have priority for a place at the college provided they apply by mid-February. Students from these partner schools account for about 55% of the first year's intake of students. The remainder of the places are over-subscribed by a ratio of 2:1 and offers are made on the basis of potential GCSE grades and the AS subjects requested. Although we are currently building new classrooms and social space, very little increase in the student population can be envisaged. The examination results and the college's position in the national league tables reflect the ability profile of the college student population and the high quality of teaching and learning.

The value-added approach that has been developed by Dr Kevin Conway (Principal 1987-2002) over the last few years has continued to attract much national interest, not least because the database that has been generated from college ISR data is now very extensive. It formed the basis of one of the strands of the Threshold Payment exercise for sixth form colleges, allowing both a value-added score and a retention measure to be generated. This work has been supported by Standards Fund grants, which allowed a number of staff to be released from core teaching groups to run the analysis service for those colleges that sent us their ISR discs. The college continues to work with Dr Conway on this approach.

In short, the college is an academically successful, over-subscribed institution with a national reputation for its value-added methods and pastoral systems. It has excellent staff and is well equipped for both teaching and learning. The climate in the college is healthy and positive.

1. Governance

Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

	Class	Description	Manner	Fee
1.1	Legal framework	<p>This class contains information relating to how the institution was established and its standing from the point of view of the law. Ultimately the corporate status of Greenhead College's corporations is conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992. The actual legislation is already publicly available, for example on the HMSO web site (www.legislation.hmso.gov.uk/acts.htm).</p> <p>Further information includes the Instrument and Articles of Government for the College.</p>	<p>Internet</p> <p>Paper</p>	
1.2	How the institution is organised	<p>This class contains information relating to how the individual units of the institution are organised and where each unit fits in the overall structure of the institution. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Organisational structure chart • Description of work/responsibilities of departments • Prospectus 	<p>Internet, Intranet & paper</p>	
1.3	Information on the institutional context	<ul style="list-style-type: none"> • The college mission statement which is in the prospectus and the charter and appears on the college website • Relevant sections of the corporation's strategic plan and the college Self Assessment Report • The college's quality assurance policies and procedures: these are in the Self Assessment Report and described in our 'ALPS' *and 'Student Monitoring, Guidance and Support**' publications • The college Prospectus 	<p>Paper (and internet as noted)</p>	<p>All free but for *: £50 each</p>

1.4	Management structure	<p>This class contains information relating to how the institution's management structure is organised and the function and purpose of each part of the management structure.</p> <ul style="list-style-type: none"> • The composition, roles and responsibilities of the Corporation, including the names of members • Codes of Conduct for members of the governing body • Description of the sub-structures and committees supporting them. • Terms of reference, membership and mode of operation of all committees in the formal structure • Code of practice for college elections (e.g. student council) and committee procedures • Minutes and papers of Governing Body, Corporation meetings, Sub-Committees etc • Search committee and procedures 	Paper	
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2. Financial Resources

Introduction

This section covers information on the institution's strategy and management of financial resources. The Finance Class covers accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

	Class	Description	Manner	Fee
2.1	Finance	<ul style="list-style-type: none"> • Budgets and accounts: periodic reports to corporation • Goods and services: see Financial Procedures Handbook • Insurance agreements • Pensions scheme information – this is already publicly available from the relevant pensions organisations • Remuneration of senior staff (published in annual accounts) • Travel and subsistence: published on expenses and CPD forms 	Paper	←
2.2	Resource planning	<ul style="list-style-type: none"> • Financial regulations • Annual accounts • Annual budget (as it appears in the final accounts) • Planning and budgeting procedures • Corporate plan/Mission statement • Annual report 	Paper	←

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3. Human Resources

Introduction

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class).

	Class	Description	Manner	Fee
3.1	Employment and employee relations	<ul style="list-style-type: none"> • Statements, procedures and guidelines relating to recruitment • Generic terms and conditions of employment • Salary grades • Support Staff and Teaching Staff Handbooks as agreed by the National Joint Council for Staff in Sixth Form Colleges • Grievance procedures and policies (in the Handbooks above) • Disciplinary and Capability procedures and policies (ditto) • Health and Safety policy and procedures • Public interest disclosure (for compliance with the Public Interest Disclosure Act): Governors' Register of Interests ----question – is this confidential? • Job vacancies: advertisements within college, in local and national press, according to post 	Paper	
3.2	Equal Opportunities /Diversity	The college policy relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability. This also incorporates the Race Equality Policy, as required under the Race Relations Amendment Act of 2000	Paper & electronic	
3.3	Human resources strategy	This class sets out the general aims of the institution, priority areas and plans for addressing them. This area is addressed in the annual Self Assessment Report and the college's Strategic Plan, which is shared with the LSC	Paper	

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3.4	Staff development	<ul style="list-style-type: none"> • Induction – details of areas covered and procedures • Policies and procedures relating to probation - this is detailed in the generic contract • Policies and procedures pertaining to appraisal - this is detailed in the PSP procedures agreed by the Joint Council (see above) • Policies and procedures relating to the on-going development of staff: these are related in the Self Assessment Report and separate documents filed in the staffroom 	Paper	
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4. Physical Resources

Introduction

Classes in this section cover information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution's future plans to alter its estate (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.¹

	Class	Description	Manner	Fee
4.1	Estates	<ul style="list-style-type: none">• Accommodation Policy• Tendering policies – these are essentially decreed by the LSC and European Law• Grounds maintenance is addressed through the Accommodation Strategy• Building maintenance and upkeep: ongoing accommodation strategy• Map of main site• Address of main site• Map of routes to the main site	Paper	

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¹ The types of information and documents listed in the classes are examples only and not mandatory, eg 'Cleaning policies'. The purpose of the examples is to indicate the type of information that should be made available, if held, via the MPS.

5. Student Administration and Support

Introduction

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

	Class	Description	Manner	Fee
5.1	Information on student admission, progression and completion	<ul style="list-style-type: none"> • Student qualifications on entry • The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC • Student progression, retention and completion data • Data on qualifications awarded to students • Data on employment/training outcomes for students <p>This information is extensively repeated in publications such as the Self Assessment Report, the Exam Results and Destinations booklet, and corporation agendas and minutes.</p>	Paper, some electronic	
5.2	Student accommodation	The college policy on access funds alludes to how students could apply for support with accommodation costs: this is pointed to in the student handbook/diary.	Paper	
5.3	Student administration	<ul style="list-style-type: none"> • Security and data protection policy and procedure documents 	Paper	
5.4	Student admission and enrolment	<ul style="list-style-type: none"> • Admissions and enrolment policies and procedures documents: these policies are summarised in the prospectus. There are also procedures for disabled applicants, available, like the Prospectus, in Braille, large print or as a voice recording on request. 		
5.5	Student discipline	The college's policies on student discipline and complaints are detailed in the College Charter, Student Agreement and Student handbook.	Paper	

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5.6	Student learning support services	<p>This appears in the Student Handbook and Prospectus.</p> <ul style="list-style-type: none"> • Learning development and support • Personal development advice • Services for students with special needs 			
5.7	Student liaison	<ul style="list-style-type: none"> • Terms of reference of staff/student liaison committee (the Student Council) • Minutes of Student Council meetings 	Paper		
5.8	Student policies	<ul style="list-style-type: none"> • Other policies include the Personal Tutors' Handbook*, and the Internet Security Policy^ 	*Paper ^electronic		
5.9	Student welfare	<ul style="list-style-type: none"> • Welfare/advice services – Student handbook and Prospectus • Health services - ditto • Careers services - ditto • Sports and recreational facilities – Prospectus and Enrichment leaflets • Financial support – Student handbook and Access policy 	Paper and on-line		
5.10	Student Associations and Activities	<ul style="list-style-type: none"> • Student Council Constitution, List of Officers etc • Enrichment leaflets, published termly • Prospectus 	Paper		

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6. Information Services

Introduction

This section covers those functions within the institution that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	Class	Description	Manner	Fee
6.1	Availability and conditions of use of facilities	<ul style="list-style-type: none"> Library opening hours: student handbook, prospectus and poster displays The general rules and conditions of use (eg no smoking/drinking/eating, policies with regard to law such as copyright, computing code of practice, data protection) and also policies on IT monitoring, logging, disabling use etc. are advertised in induction sessions and on-screen at log-on* For other student policies, see other relevant student policies above 	Paper *also electronic	
6.2	Mission statements and related documents	Self Assessment Report, Prospectus*	Paper *electronic	
6.3	Policies with regard to data and information	<p>Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the institution, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure.</p> <ul style="list-style-type: none"> The college subscribes to LSC and financial authority archiving policies The college's Data Protection Act returns Policy on CCTV monitoring 		
6.4	Procurement and disposal policies	<ul style="list-style-type: none"> Policy relating to the procurement and disposal of equipment – this is in the Financial Procedures handbook 	Paper	
6.5	Scope of collections held	<ul style="list-style-type: none"> Library catalogue 	Paper	

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7. Teaching and Learning

Introduction

This section contains information regarding the management of teaching and learning within the institution including mechanisms for reviewing and ensuring the quality of teaching provided.

	Class	Description	Manner	Fee
7.1	Academic year dates	The dates for the current academic year as well as future academic years (as far as is known) are published in the prospectus* and the Governors' minutes.	Paper *also electronic	
7.2	Further course information	Each department publishes a leaflet describing, where relevant, the following information: <ul style="list-style-type: none"> • Structure of courses • Qualification(s) gained • Changing courses • Work experience Also in the Prospectus	Paper and electronic	
7.3	Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> • This class is extensively covered in the Self Assessment Report which summarises, in the introduction, quality procedures • There is a policy on the introduction of new curriculum areas • The college disseminates its processes widely through conferences: some of this literature is available (costs negotiable) • Examiners' and Moderators' reports, unless confidential to the exam board or an individual Annual monitoring and review processes • External assessment procedures are published by national awarding bodies (e.g. AQA, Edexcel and OCR) • Department leaflets • The results of student and parent satisfaction surveys with various aspects of college are published in the SAR, and in an annual Parental Response publication • Documentation on the college peer observation scheme and PSP observation is available on the staff intranet 		
7.4	Staffing structure of schools/ departments	<ul style="list-style-type: none"> • Job titles of academic staff and support staff • Contact details for each department 		

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7.5	Student assessment strategy	<p>The college follows the policies published by external exam boards (AQA, Edexcel, OCR): information</p> <ul style="list-style-type: none"> • Examination periods (published in the College Calendar) • Examination regulations • Appeal procedures • Policy on plagiarism 		
7.6	Tuition fees	<ul style="list-style-type: none"> • Prospectus 		

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8. External Relations

Introduction

This section covers information relating to the institution's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies², arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

	Class	Description	Manner	Fee	
8.1	Community liaison (Optional)	<ul style="list-style-type: none"> • Mission Statement • Workshadowing scheme documents sent to parents 			← -- Formatted: Bullets and Numbering
8.2	Fundraising (Optional)	<ul style="list-style-type: none"> • Annual August letter to parents 			← -- Formatted: Bullets and Numbering
8.3	Government and Regulator relations	<ul style="list-style-type: none"> • Annual Examination Results and Destinations booklet • Self Assessment Report (shared with local LSC) • OFSTED Inspections • Miscellaneous returns to LSC, DfES etc. 			← -- Formatted: Bullets and Numbering
8.4	Marketing and recruitment	<ul style="list-style-type: none"> • Prospectus: this includes details of the following - <ul style="list-style-type: none"> ○ Open days (also advertised by poster, newspaper advertisement, letters to schools, through careers service publications etc.) ○ Entry requirements ○ Widening participation 			← -- Formatted: Bullets and Numbering

² Where these are already in the public domain web links should be provided or details of how they can be obtained.

8.5	Public relations	<ul style="list-style-type: none">• Press releases• Prospectus• Course brochures• Half-termly Newsletters• Current information provided to enrolled students (ie contents of the August 'welcome pack')		
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Approved by the Governors on 23 June 2008

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