

## GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME

*This is not an exhaustive list but indicative of the types of document held. If a document you require is not shown in this guide please make a Freedom of information request (e-mail: [foi@wyke.ac.uk](mailto:foi@wyke.ac.uk)).*

*Some information may, in some circumstances be exempt from disclosure under the Freedom of Information Act 2000.*

*Items with an asterisk \* can be found on the College website at: <https://www.wyke.ac.uk>*

1. Who we are and what we do		
Sub classes		Documents
1.1	Legal Framework	<ul style="list-style-type: none"><li>• Instrument and Articles of Government</li><li>• Legal status - conferred by the Further and Higher Education Act 1992 - see: <a href="http://www.legislation.gov.uk/ukpga/1992/13/contents">http://www.legislation.gov.uk/ukpga/1992/13/contents</a></li><li>• Charitable status - The college is an exempt charity <a href="#">Exempt charities (CC23) - GOV.UK (www.gov.uk)</a></li></ul>
1.2	How the institution is organised	<ul style="list-style-type: none"><li>• College structure charts</li><li>• College calendar</li><li>• <a href="#">Structure charts for Corporation and its committees*</a></li><li>• <a href="#">Corporation calendar *</a></li></ul>
1.3	Location and contact details	<ul style="list-style-type: none"><li>• <a href="#">Location of College *</a></li><li>• <a href="#">College contact details *</a></li></ul>

2. What we spend and how we spend it		
Sub classes		Documents
2.1	Funding income	<ul style="list-style-type: none"> <li>• Annual audited financial statements</li> </ul>
2.2	Budgetary and account information	<ul style="list-style-type: none"> <li>• Annual audited financial statements</li> <li>• Annual budget, including capital budget, as approved by Corporation</li> <li>• Management accounts as reported to Corporation</li> </ul>
2.3	Financial audit reports	<ul style="list-style-type: none"> <li>• Annual financial statements and regularity audit report</li> <li>• Annual internal audit report</li> </ul>
2.4	Financial regulations and procedures	<ul style="list-style-type: none"> <li>• Financial regulations and procedures including hardware and software procurement, tendering procedures, and business expenses policy</li> </ul>
2.5	Staff pay and grading structure	<ul style="list-style-type: none"> <li>• Salary grades</li> <li>• Remuneration of senior staff as published in the annual accounts</li> </ul>
2.6	Staff pension schemes	<ul style="list-style-type: none"> <li>• Details of pension schemes as published in the annual accounts</li> </ul>

3. What our priorities are and how we are doing		
Sub classes		Documents
3.1	Annual report	<ul style="list-style-type: none"> <li>Annual audited financial statements</li> </ul>
3.2	College plan	<ul style="list-style-type: none"> <li>College plan</li> <li>Statement of aims (mission statement)</li> </ul>
3.3	Teaching and learning strategy	<ul style="list-style-type: none"> <li>Performance in learning</li> </ul>
3.4	Academic quality and standards	<ul style="list-style-type: none"> <li>Annual self-assessment report</li> </ul>
3.5	Inspections and reviews	<ul style="list-style-type: none"> <li>Ofsted inspection reports  <a href="#">Ofsted   Wyke Sixth Form College</a> </li> </ul>

4. How we make decisions		
Sub classes		Documents
4.1	Corporation and Committee minutes	<ul style="list-style-type: none"> <li><a href="#">Non-confidential minutes of Corporation and its Committees*</a></li> </ul>
4.2	Consultations	<ul style="list-style-type: none"> <li>Communication &amp; Consultation policy</li> </ul>
4.3	Appointment committees and procedures	<ul style="list-style-type: none"> <li>Recruitment policies and procedures</li> <li><a href="#">Appointment procedures for Corporation members*</a></li> </ul>

5. Our policies and procedures		
Sub classes		Documents
5.1	Policies and procedures relating to academic services	<ul style="list-style-type: none"> <li>• Assessment policy</li> <li>• Course admissions criteria</li> <li>• Enrichment policy</li> <li>• External examination body relations</li> <li>• Gifted and talented policy</li> <li>• Information skills policy</li> <li>• Key skills policy</li> <li>• Plagiarism policy</li> <li>• Programmes of study policy</li> </ul>
5.2	Policies and procedures relating to student services	<ul style="list-style-type: none"> <li>• Student guidance &amp; support policy</li> <li>• Student financial support policy</li> </ul>
5.3	Student attendance monitoring	<ul style="list-style-type: none"> <li>• Attendance policy</li> <li>• Student extended leave of absence policy</li> </ul>
5.4	Other student policies	<ul style="list-style-type: none"> <li>• Maintenance of mutual respect policy</li> </ul>
5.5	Personnel policies and procedures	<p>Policies and procedures:</p> <ul style="list-style-type: none"> <li>• Appeals</li> <li>• Appraisal</li> <li>• Capability</li> <li>• Code of Conduct</li> <li>• Changes to Contracts</li> <li>• Disciplinary</li> <li>• Disclosure &amp; Disclosure Information</li> </ul>

		<ul style="list-style-type: none"> <li>• Engagement of Volunteers</li> <li>• Flexible Working</li> <li>• Grievance</li> <li>• Initial Teacher Training</li> <li>• Job Share</li> <li>• Leave</li> <li>• Non-Teaching Days</li> <li>• Malpractice</li> <li>• Performance Management</li> <li>• Personal Harassment</li> <li>• Performance Related Pay</li> <li>• Redundancy</li> <li>• Recruitment of Ex-Offenders</li> <li>• Redundancy</li> <li>• Retirement</li> <li>• Safeguarding Children &amp; Vulnerable Adults</li> <li>• Senior Post-Holder Appraisal</li> <li>• Senior Post-Holder Disciplinary</li> <li>• Sickness Absence</li> <li>• Staff Bringing Children into College</li> <li>• Staff Development</li> <li>• Staff Well-Being</li> </ul>
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5. Our policies and procedures ( <i>continued</i> )		
Sub classes		Documents
5.6	Corporation policies and procedures	<ul style="list-style-type: none"> <li>• Instrument and Articles of Government – see 1.1. above</li> <li>• Code of conduct, standing orders, committee terms of reference</li> </ul>
5.7	Equality and diversity	<ul style="list-style-type: none"> <li>• Single equality scheme</li> </ul>
5.8	Health & safety and environmental policies & procedures	<ul style="list-style-type: none"> <li>• Driving at work policy</li> <li>• Environmental policy</li> <li>• Health and safety policy</li> </ul>
5.9	IT	<ul style="list-style-type: none"> <li>• Information learning technology</li> <li>• IT security</li> <li>• IT disaster recovery</li> </ul>
5.10	Premises & resources	<ul style="list-style-type: none"> <li>• Premises and resources policy</li> <li>• Security policy</li> </ul>
5.11	Risk management	<ul style="list-style-type: none"> <li>• Risk management policy</li> </ul>
5.12	Whistleblowing	<ul style="list-style-type: none"> <li>• Whistleblowing policy</li> </ul>
5.13	Complaints policies and procedures	<ul style="list-style-type: none"> <li>• Student charter</li> </ul>
5.14	Records management and data protection	<ul style="list-style-type: none"> <li>• Data protection policy</li> </ul>

5.15	Charging regimes and policies	<ul style="list-style-type: none"> <li>• Tuition fee policy</li> <li>• Exam re-sits policy</li> <li>• <a href="#">Charging policy: requests made under the Data Protection Act, Freedom of Information Act, Publication Scheme, Environmental Information Regulations*</a></li> </ul>
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6. Lists and registers		
Sub classes		Documents
6.1	Information we are required to hold in publicly available registers	<ul style="list-style-type: none"> <li>• Register of interests</li> </ul>

7. The services we offer		
Sub classes		Documents
7.1	Prospectus	<ul style="list-style-type: none"> <li>• <a href="#">Prospectus*</a></li> </ul>
7.2	Services for which we are entitled to recover a fee	<ul style="list-style-type: none"> <li>• Tuition fees policy</li> <li>• Exam re-sits policy</li> </ul>
7.3	Careers advice	<ul style="list-style-type: none"> <li>• <a href="#">Careers section on website*</a></li> <li>• Careers education &amp; guidance policy</li> </ul>
7.4	Advice and guidance	<ul style="list-style-type: none"> <li>• Advice and guidance - see 5.2 above</li> </ul>
7.5	Health advice	<ul style="list-style-type: none"> <li>• Alcohol and Illegal drugs policy</li> <li>• Health education policy</li> <li>• Student mental health needs policy</li> <li>• Policy on students who become pregnant</li> </ul>

7.6	Sports and recreational facilities	<ul style="list-style-type: none"> <li>• <a href="#">Sports section on website*</a></li> </ul>
7.7	Library collections	<ul style="list-style-type: none"> <li>• <a href="#">Library section on website*</a></li> </ul>
7.8	Media releases and marketing	<ul style="list-style-type: none"> <li>• Recruitment liaison policy</li> <li>• Press management</li> </ul>