

## **PART A INTRODUCTION**

### **The purpose of the publication scheme**

This publication scheme is a complete guide to the information routinely published by the National College for School Leadership (NCSL). It has been published in line with section 19 of the Freedom of Information Act 2000 (the Act).

The scheme is not a list of NCSL's publications since these change over time. It is a description of the classes or types of information published and these are listed in part B of the scheme. A full list of the currently available publications is available on our website at [www.ncsl.org.uk/publications](http://www.ncsl.org.uk/publications) and [www.ncsl.org.uk/researchpublications](http://www.ncsl.org.uk/researchpublications)

A paper copy of the list and further information can be requested from the department with responsibility for maintaining the scheme day to day:

The Publications Scheme, Marketing Team, NCSL, Triumph Road, Nottingham, NG8 1DH  
or [publications@ncsl.org.uk](mailto:publications@ncsl.org.uk)

The Act gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. NCSL is a public authority which must respond to any person who makes a request for information, making it available, sometimes at a cost and subject to exemptions, if that information is held.

The Act extends the right individuals have already (through the Data Protection Act of 1998) to access information held about themselves.

The purpose of the publication scheme is to ensure a significant amount of information is available without the need for a specific request. NCSL has a culture of openness and will publish information pro-actively.

It is important that the scheme meets enquirers' needs, and we welcome suggestions for additional classifications and for improving our publications. These can be addressed to the Publications Scheme at the contact details above.

### **National College for School Leadership**

NCSL is an executive non-departmental public body (NDPB) sponsored by the Department for Education and Skills (DfES). Its function is to help raise standards in schools by improving the quality of school leadership.

NCSL's strategic aims, as set out in the 2003-06 Corporate Plan, are to:

- develop and deliver a range of leadership programmes that enable leaders to build the confidence, skills and understanding to transform the quality of learning for all pupils.
- find, analyse, describe, and celebrate great practice in school leadership in order to build a useable knowledge base for school leaders to share.
- promote collaborative learning and communication so that all school leaders feel they are a part of a network of vibrant professional learning communities and have opportunities to contribute to developments in education policy.
- make NCSL a challenging, supportive and dynamic place to work which itself demonstrates the qualities of a learning organisation.
- demonstrate the impact of NCSL on school leadership and progress towards achieving our key goal.

**Obtaining our publications**

NCSL defines a publication as material which:

- is in paper form
- has appeared on our public website either as dedicated web pages or as documents that can be downloaded
- has appeared in other media including videos and CD ROMs

Web-based publications are free of charge. Many documents can be supplied in paper form.

Please send all requests to [publications@ncsl.org.uk](mailto:publications@ncsl.org.uk)

For those without internet access, the downloadable documents are usually available in paper form and can be ordered by telephoning 087000 111 55.

NCSL can provide you with a list of available publications and a single print out of relevant web pages. These are available free of charge from the address above.

All material made available through the scheme is covered by copyright. In principle we are content for single copies to be made, free of charge, for study, training or private use. We do require that you seek permission from the Publication Scheme (address above) for reproducing larger volumes or for uses other than training, study or private use.

Text extracts may be quoted without seeking permission provided they are reproduced accurately, not used in a misleading context and acknowledged appropriately. Extracts reproduced in other documents should be acknowledged with the author's name-NCSL.

**Information not made available**

NCSL aims to make publicly available as much information as possible and will follow the Code of Practice on Access to Government Information (the Code).

The only information likely to be withheld will be that exempted under the Code. In particular, this is information whose disclosure could lead to improper gain or advantage or could prejudice negotiations, the conduct of personnel management, commercial or contractual activities.

Additionally we will not disclose:

- personnel records
- anything that affects the privacy of an individual, without permission
- a third party's commercial confidences
- information given in confidence
- detailed findings of evaluations conducted for internal purposes

**Information Commissioner**

Responsibility for enforcing the Freedom of Information Act across public authorities rests with the Information Commissioner, whose role is:

- to promote good practice
- to approve and assist in the preparation of publication schemes
- to provide information about the public's rights under the Act
- to enforce compliance with the Act

The Information Commissioner can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Information Line: 01625 545745, Switchboard: 01625 545700, Fax: 01625 524510, website: [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk), email: [mail@dataprotection.gov.uk](mailto:mail@dataprotection.gov.uk).

## **PART B CLASSES OF INFORMATION**

NCSL will publish information under the classifications described below. They have been chosen to reflect the interests of our major stakeholders and reflect the kinds of requests for information received in the lead up to publishing this scheme. We also continue to look for ways that we can make our core business processes better accessible to the general public.

We will present our publications in a language and style that makes them as accessible as possible to all audiences.

### **Class 1: Research and good practice**

One of NCSL's key roles is to actively promote good practice in leadership through sharing research. This is undertaken by NCSL staff, commissioned individuals and school leaders.

Our website has a large number of pages and downloadable documents dedicated to giving information to those wanting to explore good practice in leadership. Specifically these include:

- research associate reports: researched and written by school leaders
- Leading Edge seminar outcomes: school leader 'think tanks' on specific issues
- commissioned research
- literature reviews
- sample school policies
- practical guides to school improvement

NCSL also hosts the National Remodelling Team, which works with schools to help them address work-life balance and decrease staff workload. Several pages of guidance, case studies and further information is available to download from [www.ncsl.org.uk/nrt](http://www.ncsl.org.uk/nrt).

Networked Learning Communities (NLC), which are also part of NCSL, is a project to bring together groups of school to learn from each other and find better ways of working. Information and downloadable publications are available from [www.ncsl.org.uk/nlc](http://www.ncsl.org.uk/nlc) or by contacting [publications@ncsl.org.uk](mailto:publications@ncsl.org.uk)

### **Class 2: Programme-related material**

Another of NCSL's key roles is to develop and deliver a range of leadership programmes. We recognise that leadership roles begin long before a teacher becomes a head and that support staff such as school business managers also have a part to play in leading the school.

Information on all of NCSL's programmes is available on the website. This includes eligibility criteria, upcoming programme dates, breakdown of the programme elements and any associated costs. Most applications can be completed online or on paper.

The NCSL prospectus, published once a year, gives an overview of all programmes offered during the next 12 months, as well as information on other development opportunities. NCSL has also published its Leadership Development Framework which gives an overview of the areas in which it works. Both of these can be downloaded from [www.ncsl.org.uk/publications](http://www.ncsl.org.uk/publications) or ordered from [publications@ncsl.org.uk](mailto:publications@ncsl.org.uk)

### **Class 3: Online communities**

NCSL hosts online debate and discussion communities for headteachers and participants on NCSL programmes at [www.talk2learn.com](http://www.talk2learn.com). Community members go there to share problems and ideas and seek advice from peers.

Because much of the information is given in confidence, the communities are accessible only by password and are not open to the public. However summaries of many of the debates are available at [www.ncsl.org.uk/extractedlearning](http://www.ncsl.org.uk/extractedlearning)

**Class 4: Corporate information**

This class comprises information relating to the corporate objectives and NCSL's performance. NCSL's corporate plan is published each year and covers a four-year period. It is available in print form and can be downloaded from [www.ncsl.org.uk/publications](http://www.ncsl.org.uk/publications).

NCSL also publishes a yearly report on trends in school leadership. It brings together research and survey results from NCSL, Ofsted and other sources. This is also available in print form and from [www.ncsl.org.uk/publications](http://www.ncsl.org.uk/publications).

**Class 5: Funding and financial information**

NCSL is required to prepare a statement of accounts in the form determined by the Secretary of State for Education. This statement is published as part of NCSL's annual report and is available in both print form and downloadable from the web.

We will make available details of all contracts subject to an open tender including those required to be advertised in the Official Journal of the European Community (OJEC). We will also disclose successful bidders for these contracts.

**Class 6: Personnel information**

This class includes details of:

- the organisational structure
- job descriptions used for recruitment purposes
- personnel policies and procedures with a particular focus on the recruitment and selection of staff
- current pay structure
- advertisements and information for applicants

We also make public information about governing council members and senior staff holding director posts but not details about all members of staff.

**Class 7: Policy development**

This class covers information about policy development at NCSL and includes:

- all current and recently closed consultation documents
- summaries of responses to consultations received
- links to the relevant board minute summarising discussion of the consultation report and the ensuing policy decision.

We will make available policy statements and guidance on issues that do not fall within other classifications, such as equal opportunities. We will also make available any advice we give to the Secretary of State unless he has requested that such advice should remain confidential.