



ACCESS TO INFORMATION & PUBLICATION SCHEME

Introduction

St Francis Xavier College is committed to making as much Information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

Freedom of Information Act 2000: Publication Scheme

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act (FOIA) 2000. The purpose of the Act is to promote greater openness by public authorities, which include further education colleges.

St Francis Xavier College has adopted the Model Publication Scheme produced by the Information Commissioner's Office for further education colleges in October 2008 (revised v 1.1 20130901 and FOIA Definition document for colleges of further education v 3 20130822). The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges of further education to make available. The Model Publication Scheme is attached as Appendix 1 to this policy document.

In addition to the model scheme organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme: this guide is attached as Appendix 2 to this policy document.

How to access information

St Francis Xavier College will make available information it holds whether or not listed in the Guide to the Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information.

Some documents covered by the scheme are published in electronic format via the College's website at www.sfx.ac.uk or other websites as indicated. Other documents are only available in hard copy and will be provided on request.

We ask that requests are made in writing and a response will normally be made within 20 working days. A Freedom of Information Request Form is attached to this policy as appendix 3.

Charging Policy

Printed information on 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, the College will produce publications and documents in other formats where it is reasonably practical to do so. For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charge. The charge will normally comprise the cost of photocopying or scanning (current photocopying charges and scanning charges are each 5p per page) or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the College may waive the fee at its absolute discretion.

Contact and Complaints

The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

Eleanor Lewis
Clerk to the Governors
St Francis Xavier College
10 Malwood Road
London SW12 8EN

Tel: 020 8772 6062 (direct line)
Email: e.lewis@sfx.ac.uk

Complaints outside the College

The College will do everything in its power to meet enquirers' information needs. However, if the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act. The address is:

ico.org.uk

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF



APPENDIX 1: ST FRANCIS XAVIER COLLEGE PUBLICATION SCHEME

MAIN CLASSES OF INFORMATION

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer



Appendix 1

**Model Publication Scheme for Further Education Colleges
(Information Commissioner's Office October 2008 revised v 3 20130822)
Descriptions of the 7 Main Information Classes & Sub-Classes**

1 Who we are and what we do		
Current information on the College, structures, locations and contacts		
Sub classes		Explanatory Notes
1.1	Legal Framework	Information relating to the legal and corporate status of the institution
1.2	How the institution is organised	Information about the management structure of the institution, including a description of the Statutory Bodies and the organisational structure together with a description of the work of each unit and the names and responsibilities of key personnel. It is also expected that terms of reference, membership and description of all boards and committees would be provided under this heading. It should include department structures and identify senior personnel.
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly or partially owned by it	On the basis that most of these bodies will be responsible for their own affairs, it is expected that this information need be only sufficient for the purposes of identifying the relationship between these bodies (such as business, the professions and the community) and the College.
1.4	Location and contact details	If possible, named contacts should be given in addition to contact phone numbers and email addresses.
1.5	Student activities	Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students can also be included where this information is held by the college.
2 What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. It is expected as a minimum that financial information for the current and previous two financial years should be available.		
Sub classes		Explanatory Notes



2.1	Funding/ income	Information on the sources of funding and income, such as funding grants, tuition fees, endowment, rents and investment income (including investment strategy), as well as income generation schemes.
2.2	Budgetary and account information; expenditure	Annual statement of accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. It is expected that revenue budgets and budgets for capital expenditure will be included. Details of items of expenditure over £15,000 including costs, supplier and transaction information. This should be published at least annually and, where practical, we would also expect it to be published on a half yearly or quarterly basis.
2.3	Financial audit reports	
2.4	Capital programme	Information on major plans for capital expenditure including any private finance initiative and public/private partnership contracts.
2.5	Financial regulations and procedures	
2.6	Pay policy	The statement of the College's policy and procedures regarding staff pay.
2.7	Staff pay and grading structures	This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff, which for the purposes of this document, means staff on Senior Management/Leadership Team or senior post holders or equivalent level, or above, whose basic actual salary is at least £60,000 per annum. The salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be indicated by salary range.
2.8	Staff allowances and expenses	Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (as defined above) by reference to categories. These policies should be produced in line with the College's policies, practices and procedures and must at least include travel, subsistence and accommodation.
2.9	Governors' allowances	Details of allowances or expenses that can be claimed or incurred, And a record of total payments made to individual governors.
2.10	Register of suppliers	
2.11	Procurement and tender procedures and reports	Details of procedures used for the acquisition of goods and services. Contracts available for public tender and reports of successful tenders.



2.12	Contracts	It is expected normally that it should be necessary only to publish details of contracts that are of sufficient size to have gone through a formal tendering process.
<p>3 What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.</p> <p>It is expected that information in this class will be available at least for the current and previous three years.</p> <p>Below is a list of the type of information that It is expected that colleges of further education will have readily available for publication. Any other reports or recorded information demonstrating the college's planned or actual performance should normally be included.</p>		
Sub classes		Explanatory Notes
3.1	Annual Report	
3.2	Self-assessment report	
3.3	Corporate and Business Plans	
3.4	Teaching & Learning Strategy	
3.5	Academic Quality & Standards	
3.6	Most recent Ofsted inspection report	
3.7	Privacy impact assessments (in full or summary format)	
3.8	External Review Information	This will include information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.
3.9	Corporate Relations	Information relating to the College's links with employers and sponsors, in both the public and private sectors and the development of learning programmes.



3.10	Government & Regulatory Reports	For example accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies. Where information provided to such bodies is publicly available, the College may instead provide a direct link to that information.
4 How we make decisions Decision making processes and records of decisions. It is expected that information in this class will be available at least for the current and previous three years.		
Sub classes		Explanatory Notes
4.1	Minutes, agendas and papers from governing body, council, academic boards and committees	It is expected that minutes of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private, will be readily available to the public. These may include, but are not limited to, such items as teaching and learning committee minutes, minutes of staff / student consultation meetings and appointment committees.
5 Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. It is expected that information in this class will be current information only.		
Sub classes		Explanatory Notes
5.1	Policies and procedures for conducting College business	Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included. Procedures for handling requests for information should be included.
5.2	Procedures and policies relating to academic services	Some of these policies may already be covered in class 3 'What our priorities are and how we are doing' in the context of external review and academic quality and standards. Additional policies under this heading may include such matters as policies and procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.
5.3	Procedures and policies relating to student services	This will include relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, internal student complaints and appeals, student support services and code of student discipline.



5.4	Procedures and policies relating to human resources	This will include the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).
5.5	Procedures and policies relating to recruitment	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
5.6	Code of Conduct for members of governing bodies	
5.7	Equality and Diversity policies; Equality Scheme	This will also include policies, statements, procedures and guidelines relating to equal opportunities.
5.8	Health and Safety	
5.9	Estate management	This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.
5.10	Complaints policies and procedures	Complaints procedures will include those covering requests for information and operating the publication scheme.
5.11	Records management and personal data policies	This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.
5.12	Fileplans	n/a
5.13	Charging regimes and policies	<p>Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated.</p> <p>If the College charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.</p>
6 Lists and Registers		
It is expected that this information will be contained only in currently maintained lists and registers.		
Sub classes		Explanatory Notes



6.1	Any information we are currently legally required to hold in publicly available registers	
6.2	Asset registers	It is not expected that colleges will publish all details from all asset registers. It is expected, however, that the location of public land and building assets and key attribute information that is normally recorded on an asset register would be available, along with some other information from capital asset registers.
6.3	CCTV	Details of the location of any overt CCTV surveillance cameras operated by or on behalf of the College. The College should decide on the level of detail which is appropriate. This could be by building or more general geographic locations eg postcodes or partial postcodes, depending on the security issues raised.
6.4	Disclosure logs	Where a college produces a disclosure log indicating the information that has been provided in response to requests it should be readily available. Disclosure logs are themselves recommended as good practice.
6.5	Any register of interests kept in the College	
6.6	Senior staff's declaration of interest	This should include the names, departments and job titles of all senior staff who have made entries. The definition of senior staff is as stated above.
6.7	Register of gifts and hospitality provided to senior staff	This should include details of gifts given or received; details of any hospitality afforded and by which organisation.
<p>7 The services we offer Information about the services we offer, including leaflets, guidance and newsletters.</p> <p>Generally this is an extension of part of the first class of information. While the first class provides information on the roles and responsibilities of the college, this class includes details of the services which are provided by the college as a result of them. It will also relate to information covered in other classes. Examples of other services that could be included are:</p>		
Sub classes		Explanatory Notes
7.1	Prospectus and course content	
7.2	Services for outside bodies	
7.3	Health including medical services	



7.4	Welfare and Counselling services	
7.5	Funding, such as grants, bursaries and free meals, available to students from the College	
7.6	Careers Advice	
7.7	Chaplaincy Services and multi-faith provision	
7.8	Services for which the College is entitled to recover a fee (together with those fees)	
7.9	Sports & recreational facilities	
7.10	Facilities relating to music, art & other cultural activities	
7.11	Museums, libraries, special collections and archives	It is expected that this will include guides to collections and scope and availability of catalogues. (Further guidance is available in that provided for bodies responsible for managing museums, collections and archives).
7.12	Conference facilities	
7.13	Advice and guidance	
7.14	Media releases	



Appendix 2

GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME
(all requests via the Clerk to the Governors - see appendix 3)

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 contact the Freedom of information Manager. Some information may in some circumstances be exempt from disclosure

*Items with an asterisk * are posted on the College website at:*

www.sfx.ac.uk

1 Who we are and what we do		
Sub classes		Documents
1.1	Legal Framework	<ul style="list-style-type: none"> • Instrument and Articles of Government 6th July 2015 • Legal status - conferred by the Further and Higher Education Act 1992 http://www.legislation.hmsso.gov.uk/acts.htm • Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992
1.2	How the institution is organised	<ul style="list-style-type: none"> • College structure Charts • Introduction to the College • College Calendar • College Policies* • List of Governors* • Register of Interests of Governors • Governing Body and Committee structure chart* • Standing Orders (Conduct of Business)* • Terms of reference & membership of Governing Body and committees*



1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly or partially owned by it	<ul style="list-style-type: none"> • SFX Corporate Services Ltd (wholly owned subsidiary) • Ofsted • DFE/ESFA • Awarding Bodies • Schools • Employers • Local Authorities • Education Commission (Archdiocese of Southwark)
1.4	Location and contact details	<p>Switchboard 020 8772 6000</p> <p>email : enquiries@sfx.ac.uk</p> <p>website (including staff contact details)</p> <p>www.sfx.ac.uk</p> <p>Address</p> <p>St Francis Xavier 6th Form College 10 Malwood Road London SW12 8EN</p>
1.5	Student activities	<ul style="list-style-type: none"> • Student Council Constitution • List of Officers
2 What we spend and how we spend it		
Sub classes		Documents
2.1	Funding/ income	<ul style="list-style-type: none"> • Annual Budget as approved by the Governing Body • Annual audited financial statements* • Contracting and tendering procedures • Insurance policy • Pension schemes • Remuneration of senior post holders as published in annual accounts* • Travel and subsistence rates*



2.2	Budgetary and account information; expenditure	<ul style="list-style-type: none"> • Annual audited financial statements* • Annual budget as approved by the Governing Body • Management accounts as reported to the Governing Body
2.3	Financial audit reports	<ul style="list-style-type: none"> • Annual financial statements and regularity audit reports incl trading subsidiary • Annual summary of internal audit assignments • Board Assurance Framework • Financial Management & Control Evaluation (FMCE)
2.4	Capital programme	<ul style="list-style-type: none"> • Project Management Committee minutes • reports to governors on progress of capital projects • capital expenditure as approved by the Governing Body
2.5	Financial regulations and procedures	<ul style="list-style-type: none"> • Financial regulations, including procurement policy*
2.7	Staff pay and grading structures	<ul style="list-style-type: none"> • Salary grades & pay
2.10	Register of suppliers	<ul style="list-style-type: none"> • Register of College suppliers
2.11	Procurement and tender procedures and reports	<ul style="list-style-type: none"> • Financial Regulations* • Contracting and tendering procedures
2.12	Contracts	<ul style="list-style-type: none"> • Reports to Governors' Committee on contracts valued over £50,000
3 What our priorities are and how we are doing		
Sub classes		Documents
3.1	Principal's Termly Report to Governors	<ul style="list-style-type: none"> • Principal's termly reports to governors
3.3	Corporate and Business Plans	<ul style="list-style-type: none"> • Strategic / Development plan • SFX Corporate Services Ltd plan
3.4	Teaching & Learning Strategy	<ul style="list-style-type: none"> • Student support and supervision arrangements (ALS) • Tutorial management • Lesson Observations procedure/ feedback



3.5	Academic Quality & Standards	<ul style="list-style-type: none"> • Annual Self Assessment Report (SAR) • Accreditation and monitoring reports by professional, statutory or regulatory bodies • Course Portfolio • Learner Voice Surveys • Assessment appeals • Course reviews • Internal verification • External Verifier report action plans • Quality Strategy*
3.6	Most recent Ofsted inspection report	<ul style="list-style-type: none"> • Ofsted Inspection Report : most recent report can be accessed via a link on our website www.sfx.ac.uk
3.8	External Review Information	<ul style="list-style-type: none"> • List of external reviews and outcomes (reported to CMDC¹)
3.9	Corporate Relations	<ul style="list-style-type: none"> • Marketing strategy
3.10	Government & Regulatory Reports	
4 How we make decisions		
Sub classes		Documents
4.1	Minutes, agendas and papers from governing body, council, academic boards and committees	<ul style="list-style-type: none"> • Minutes* and papers of Governing Body meetings and committee meetings etc. <i>Remuneration Committee minutes are confidential due to Data Protection and Commercial Sensitivity issues. Very occasionally papers presented to or minutes of other meetings will be identified as confidential but the reasons for this will be given, including the date of review or release.</i>
4.2	Teaching and learning committee minutes	<ul style="list-style-type: none"> • Minutes of Management Board (CMDC) meetings
4.3	Minutes of staff / student consultation meetings	<ul style="list-style-type: none"> • Learner Voice consultative committee • Local Consultative Committee (LCC)
4.4	Appointment committees and procedures	<ul style="list-style-type: none"> • Recruitment Policies and procedures • Appointment procedures for Governors and External Members
5 Our policies and procedures		

¹ CMDC = College Management and Development Committee
Updated Jan 2013, April 2014 & Nov 2017



Sub classes		Documents
5.1	Policies and procedures for conducting college business	<ul style="list-style-type: none"> • College Policies* • Financial Regulations • Committees' terms of reference
5.2	Procedures and policies relating to academic services	<ul style="list-style-type: none"> • Examination management • Examinations special arrangements • College Prospectuses • Student Handbook • External examination bodies regulations
5.3	Procedures and policies relating to student services	<ul style="list-style-type: none"> • Student Handbook including : <ul style="list-style-type: none"> ❖ Attendance & Punctuality ❖ Careers services ❖ Data Protection ❖ Equal opportunities ❖ e-Safety ❖ Facilities and environment ❖ Finance at SFX (including Bursaries) ❖ Health Safety and Security ❖ Internet rules ❖ Mission statement ❖ Procedure & Guidelines ❖ Public examinations guidelines ❖ SFX Restraint, Screen, Search & Confiscation Policy ❖ Sports and recreational facilities ❖ Student Code of Conduct ❖ Student guidelines: SMART targets ❖ Student Welfare ❖ The Learning Agenda & Learning Agreements ❖ Use of computers and IT equipment ❖ Use of resources ❖ Use of the Learning Resource Centre



5.4	Procedures and policies relating to human resources	<ul style="list-style-type: none"> • Appointment Procedures • Appraisal Policy (Performance Review procedure) • Capability Procedure • DBS (CRB) Policy • Data Protection • Disciplinary Appeals Procedure • Disciplinary Procedure • Equal Opportunities Statements • Governors Training and Development Policy * • Grievance Procedure • Harassment and bullying policy • Health and safety policy* • Ill Health Retirement Procedure • Induction procedure • Investors in People Assessment report • Job Descriptions Statement • Local recognition and procedural agreement • Probationary procedures • Public interest disclosure (for compliance with the Public Interest Disclosure Act) • Sickness Absence/Leave Policy • Staff disability procedure • Staff Training and Development Policy • Terms and conditions of employment
5.5	Procedures and policies relating to recruitment	<ul style="list-style-type: none"> • Recruitment Policies and procedures
5.6	Code of Conduct for members of governing bodies	<ul style="list-style-type: none"> • Code of Conduct for members of governing body*
5.7	Equality and Diversity	<ul style="list-style-type: none"> • Disability Equality Duty* • Equal Opportunities & Diversity Policy* • Gender Equality Duty* • Race Equality Policy* • Single Equality Duty
5.8	Health and Safety	<ul style="list-style-type: none"> • Health & Safety Policy*
5.9	Estate management	<ul style="list-style-type: none"> • Property strategy and plan • Tendering policies • Disposal policies



5.10	Complaints policies and procedures	<ul style="list-style-type: none"> • Student Complaints Procedure* • Community Education Complaints Procedure * • Staff Grievance Procedure • Complaints against the Governing Body (in Conduct of Business)* • Complaints about the Freedom of Information procedures (Publication Scheme)*
5.11	Records management and personal data policies	<ul style="list-style-type: none"> • IT Security policies • Data retention and archive policy • Data protection policy • Access to information/ publication scheme*
5.12	Charging regimes and policies	<ul style="list-style-type: none"> • Tuition Fees Policy set out in prospectuses including * <ul style="list-style-type: none"> ➢ Information for home/EU students ➢ Information for international students (n/a) ➢ Adult / Community Education course fees ➢ Information on other charges*

6 Lists and Registers

We expect this to be information contained only in currently maintained lists and registers.

Sub classes		Documents
6.1	Any information we are currently legally required to hold in publicly available registers	<ul style="list-style-type: none"> • Register of Interests for governors • Register of Interests for budget-holding staff
6.2	Asset registers	<ul style="list-style-type: none"> • Asset register
6.3	CCTV	<ul style="list-style-type: none"> • SFX CCTV Policy • Security Procedures relating to the use of CCTV
6.4	Disclosure logs	<ul style="list-style-type: none"> • Freedom of Information/ Data Protection Requests log
6.6	Senior staff's declaration of interest	<ul style="list-style-type: none"> •
6.7	Register of gifts and hospitality provided to senior staff	<ul style="list-style-type: none"> •



7 The services we offer		
Sub classes		Documents
7.1	Prospectus and Course content	<ul style="list-style-type: none"> • Course leaflets* • SFX Prospectus* including: <ul style="list-style-type: none"> ❖ Term dates ❖ Structure of courses ❖ Qualification gained ❖ Changing courses ❖ Work experience • Community Education Prospectus* including: <ul style="list-style-type: none"> ❖ Term dates ❖ Course fees ❖ Course descriptions ❖ Enrolment procedures and policies including refunds & loyalty discount policy
7.3	Health including medical services	<ul style="list-style-type: none"> • Student Handbook • Health & Safety Guide for Students • Staff induction materials and department handbooks
7.5	Funding, such as grants, bursaries and free meals available to students from the College	
7.6	Careers Advice	<ul style="list-style-type: none"> • Student Handbook
7.7	Chaplaincy Services and multi-faith provision	<ul style="list-style-type: none"> • SFX Chaplaincy *
7.8	Services for which the College is entitled to recover a fee (together with those fees)	<ul style="list-style-type: none"> • Examination Retake Fees • Additional Course Costs (if applicable)
7.6	Sports & recreational facilities	<ul style="list-style-type: none"> • Student Handbook • Staff Handbooks
7.11	Museums, libraries, special collections and archives	<ul style="list-style-type: none"> • Library catalogues
7.12	Conference facilities	<ul style="list-style-type: none"> • hire.sfx.ac.uk
7.13	Advice and guidance	<ul style="list-style-type: none"> • Student Handbook



7.14	Media releases	<ul style="list-style-type: none">• Press releases / newsletters
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St Francis Xavier College

Freedom of Information Act 2000 Information Access Request Form

Please read carefully the College Access to Information Policy/ Publication Scheme BEFORE you complete this form. It explains in detail the nature of Freedom of Information Requests and tells you what is expected from you AND what you should expect from us.

Parts 1, 2, 3 and 4 must be completed as fully as possible.

1. Personal details of the applicant

Title (Mr/Mrs/Miss/Ms)

First Name

Surname

.....

Address

Telephone

E-mail address

.....

2. Details of the information required, continue on separate sheet if necessary.

(Please provide as much detail about the information you would like to have and to be as concise and as clear as possible in order that we can identify and process your request promptly. Any vagueness or ambiguity in your request will delay the processing).

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3. Other Information (Please provide any other details to identify or locate the information which would help us process your request e.g. your preferred format of the information requested, contact details of staff who may have your requested information, number of copies you would like etc)

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4. Data Protection Notice – The personal details you have provided to St Francis Xavier College on this form will be used to process your request for information. These will also be used to keep a register of requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Signature

Date

Important note – if the information you have asked for requires a fee, we will let you know on receipt of your request. If you choose to accept this fee charge, we will process your request upon receipt of payment

Please send your completed request form to:

Eleanor Lewis
Clerk to the Governors
St Francis Xavier College
10 Malwood Road
London
SW12 8EN

Telephone number: 020 8772 6062
E-mail: e.lewis@sfx.ac.uk

