

Guide to Information provided by schools under the model publication scheme

Model publication scheme

The table below identifies the specific information the ICO expects schools to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from The Pioneer Academy under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published | How you can obtain the information |
|--|------------------------------------|
| Class 1 - Who we are and what we do | |
| Information about us; our structures, locations and contacts (current information only) | Hard copy and/or website |
| Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address | Hard copy and/or website |
| Head teacher's contact details | Hard copy and/or website |
| Who's who in the school | Hard copy and/or website |
| Who's who on the school board and selection criteria for appointment (Governing body's contact details) | Hard copy and/or website |
| Trustees' contact details | Hard copy and/or website |
| Trustee who's who | Hard copy and/or website |
| Instrument of Government / Articles of Association | Hard copy and/or website |
| School prospectus | Hard copy and/or website |
| School session times and term dates | Hard copy and/or website |
| Class 2 – What we spend and how we spend it | |
| Financial information about projected and actual income and expenditure, procurement, contracts and financial audit (current and previous financial year as a minimum) | Hard copy |
| Annual budget and financial statements | Hard copy |
| Annual accounts | Hard copy and/or website |

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| Capital funding | Hard copy |
| Financial Audits reports | Hard copy and/or website |
| Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval) | Hard copy |
| Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range | Hard copy and/or website |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members | Hard copy and/or website |
| Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees | Hard copy and/or website |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors | Hard copy and/or website |
| Procurement and contracts we have entered into | Hard copy |
| Details of any premiums we receive such as Pupil premium. | Hard copy and/or website |
| Class 3 – What our priorities are and how we are doing | |
| Strategies and plans, performance indicators, audits, inspections and reviews (current information as a minimum) | Hard copy and/or website |
| Annual Report | Hard copy and/or website |
| Latest reports from regulators (Ofsted): Summary Full report Post-inspection action plan | Hard copy and/or website |
| Exam and assessment results | Hard copy and/or website |
| Performance tables | Hard copy and/or website |
| Careers programme information | Not held |
| The school’s/academy’s future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status. | Hard copy and/or website |
| School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data) | Hard copy and/or website |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Hard copy |
| Class 4 – How we make decisions | |
| Decision making processes and records of decisions (current and previous three years as a minimum) | Hard copy |

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| Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>) | Hard copy and/or website |
| Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it. | Hard copy |
| Class 5 – Our policies and procedures | |
| Current written protocols, policies and procedures for delivering our services and responsibilities (current information only) | Hard copy and/or website |
| School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc. | Hard copy and/or website |
| Safeguarding and child protection, including protecting children’s personal data | Hard copy and/or website |
| Equality and Diversity | Hard copy and/or website |
| Policies and procedures relating to recruitment and human resources | Hard copy |
| Special educational needs | Hard copy and/or website |
| Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme) | Hard copy and/or website |
| Pay Policy | Hard copy |
| Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies) | Hard copy and/or website |
| Charging regimes and policies | Hard copy and/or website |
| Class 6 – Lists and Registers | |
| Currently maintained lists and registers only (this does not include the attendance register) | Hard copy |
| Curriculum circulars and statutory instruments | Hard copy and/or website |
| CCTV - Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf | Only available by inspection |
| Disclosure logs, ie information provided in response to FOIA/EIR requests | Hard copy |
| Asset register and Information Asset register | Hard copy |
| Any information we are currently legally required to hold in publicly available registers | Hard copy and/or website |
| Class 7 – The services we offer | |
| Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (current information only) | Hard copy and/or website |
| Extra-curricular activities | Hard copy and/or website |

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| Out of school/academy clubs | Hard copy and/or website |
| Services for which we are entitled to recover a fee, together with those fees | Hard copy and/or website |
| Requests for paper copies of information | Hard copy and/or website |
| Our publications, leaflets, books and newsletters | Hard copy and/or website |
| Additional Information | |
| Any information that is not itemised in the lists above | Hard copy and/or website and/or available by inspection |

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|------------------------------|--|
| Disbursement cost | Photocopying (black & white) | Actual cost * |
| | Photocopying (colour) | Actual cost * |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | Stationery | Actual cost * |
| | | |
| Statutory Fee | | In accordance with the relevant legislation |

* the actual cost incurred