



# 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
<b>Class 1 - Who we are and what we do</b>	
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
<b>Class 2 – What we spend and how we spend it</b>	
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

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
<b>Class 3 – What our priorities are and how we are doing</b>	
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
<b>Class 4 – How we make decisions</b>	
Decision making processes and records of decisions (current and previous three years as a minimum)	Hard copy

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
<b>Class 5 – Our policies and procedures</b>	
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
<b>Class 6 – Lists and Registers</b>	
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
<b>Class 7 – The services we offer</b>	
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

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
<b>Additional Information</b>	
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
<b>Disbursement cost</b>	Photocopying (black & white)	Actual cost *
	Photocopying (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Stationery	Actual cost *
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred