



Pioneer Educational Trust
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FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Key document details

Ratified: June 2015
Approver: CEO
Next review: June 2018

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

This publication scheme has been adopted from the DFE generic model publication scheme which was prepared and approved by the Information Commissioner.

This publication scheme commits Pioneer Educational Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information commissioner.

The scheme commits the Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below;
- To specify the information which is held by the Trust and falls within the classifications below;
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- To review and update on a regular basis the information the Trust makes available under this scheme;
- To produce a schedule of any fees charged for access to information which is made proactively available;
- To make this publication scheme available to the public.

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews

How we make decisions

Policy proposals and decisions - Decision making processes, internal criteria and procedures, consultations

Our policies and procedures

Current written protocols for delivering our functions and responsibilities

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the Trust

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases, a description of the services offered

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise considered to be protected from disclosure;

- Information in draft form;
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons;

The method by which information published under this scheme will be made available

The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Trust, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Trust will indicate how information can be obtained by other means and provide those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Trust is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying;
- Postage and packaging;
- The costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by the public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of information.

Written requests

Information held by the Trust that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Contact: PA to the Executive Principal, Pioneer Educational Trust, Upton Court Grammar School, Lascelles Road, Upton, Berkshire, SL3 7PR.

The method by which information published under this scheme will be made available

Information to be published	How the information can be obtained	Charge
<p><i>Who we are and what we do</i> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	Hard copy per page 5p black & white 16p colour
Academy Funding Agreement – a link to the document can be found on the DFE’s website		
Academy Order (if applicable)		
School staff and structure – names of key personnel		
Board of directors – names and contact details of directors and the basis of appointment		
Local governing bodies – names and contact details of governors and the basis of appointment		
School session times, term dates and holidays		
Location and contact information – address, telephone number and website		
Contact details for the Executive Principal/Headteachers		
School Prospectus		
GCSE results – a link to the data on the DFE’s website		
<p><i>What we spend and how we spend it</i> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two financial years (accounts that have been filed with the Charity Commission and Companies House)</p>	(hard copy and/or website)	Hard copy per page 5p black & white 16p colour
Annual budget plan and financial statements		
Capital funding – details of capital funding allocated to the Trust schools along with information on related building projects and other capital projects		
Additional funding – Income generation schemes and other sources of funding		
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process		
Staff and grading structure		
Pay policy – a statement of the Trust’s policy on procedures regarding teachers’ pay		
Directors/Governors’ allowances – details of allowances and expenses that can be claimed or incurred		
<p><i>What our priorities are and how we are doing</i> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published</p>	(hard copy and/or website)	Hard copy per page 5p black & white 16p colour

Trust schools' profiles		
Government supplied performance data		
OFSTED report – summary and full report		
Appraisal information		
Trust's future plans – any major proposals on safeguarding and promoting the welfare of children		
Child protection – policies and procedures on safeguarding and promoting the welfare of children		
How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy and/or website)	Hard copy per page 5p black & white 16p colour
Admissions policy – arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria		
Board of directors/local governing bodies meetings agendas, papers and minutes – information that is properly considered to be private should be excluded		
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy and/or website)	Hard copy per page 5p black & white 16p colour
Trust/school policies including: Charging and remission policy Health and safety and risk assessment Complaints procedure Staff conduct policy Discipline and grievance policies Pay policy Staffing structure implementation plan Information request handling policy Staff recruitment policies		
Pupil and curriculum policies, including: Home school agreement Curriculum Sex education Special educational needs Accessibility Race equality Collective worship Careers education Pupil discipline		
Records management and personal data policies Information security Records retention		

Destruction and archive policies Data protection policies		
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff – details of vacancies should be included		
Charging regimes and policies These should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated		
Lists and Registers Currently maintained lists and registers only	(hard copy and/or website; some information may be only available for inspection)	Hard copy per page 5p black & white 16p colour
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the Trust is currently legally required to hold in publicly available registers		
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; some information may only be available for inspection)	Hard copy per page 5p black & white 16p colour
Extra-curricular activities		
Out of school clubs		
Trust/school publications		
Services for which the Trust is entitled to recover a fee, together with those fees		
Leaflets, booklets and newsletters		