Canon Pyon Academy

PUBLICATION SCHEME

Autumn 2021

Mr Alex Davies

Document Control

This is a CONTROLLED document and updates or changes to this document are authorised and then advised by meeting, email, website or newsletter as appropriate.

It is UNCONTROLLED when printed. You should verify that you have the most current issue.

DOCUMENT HISTORY

Document Log

Version	Status	Date Issued	Description of Change	Pages affected	Review
0.1	Draft				

Contents

Purpose

The purpose of this document is to set out the various categories of information that the School routinely publishes and makes available.

Scope

This document fulfils the requirements set out by the Information Commissioner's Office (ICO) with regard to the minimum content of school publication schemes.

1.0 Introduction

The Freedom of Information Act 2000 (FOIA) gives you a general right of access to all types of recorded information held by public authorities, including schools. The legislation is designed to promote greater openness and transparency throughout the public sector.

Our School is a public authority for the purposes of FOIA and as such is required to adopt the model publication scheme for schools approved by the ICO.

The School is committed to ensuring that it provides access to information in accordance with its obligations under the FOIA, associated regulations and professional guidelines. The School will use all appropriate and necessary means at its disposal to comply with the legislation and associated guidance.

2.0 What is in the Publication Scheme

The model scheme requires the School, as a public authority, to "produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public".

This Publication Scheme therefore sets out:

- the categories of information which we publish or intend to publish.
- the manner in which the information will be published.
- whether the information is available either free of charge or for a fee.

The ICO expects the School to make the information detailed in this document available within the Publication Scheme unless:

- we do not hold the information.
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute.

- the information is readily and publicly available from an external website; such information may have been provided by the School or on its behalf. If that is the case we will provide a direct link to the information.
- the information is archived, out of date, or otherwise inaccessible.
- it would be impractical or resource intensive to prepare the material for routine release.

We will also publish any datasets held that have been requested, together with any updated versions we hold, unless we are satisfied that it is not appropriate to do so. A dataset is a collection of information that has been obtained or requested for the purpose of providing the School with information for it to provide a service or carry out a function.   So far as reasonably practicable, we must publish a dataset in an electronic form that is capable of reuse. If the dataset or any part of it is a relevant copyright work and the School is the only owner, we must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works. The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence. The term "dataset" is further defined in Section 11 (5) of the FOIA. The terms "relevant copyright work" and "specified licence" are defined in Section 19 (8) of that Act.

The Publication Scheme covers information which is already published or information which will be published in the future. We endeavour to make as much information as possible available online on the School's website www.canonpyoacademy.com or if it is held by another public body, we will provide you with the details of where to obtain this.

Information on our website is available to you to download and print off, or is available in paper form from the School on request - there may be a charge for paper copies (see Annex A).

The categories of information, set out below, provide details of where the information is available. If any of the information is not available online, the Publication Scheme will explain how it can be accessed. We will continue to develop this Publication Scheme to increase the amount of information that can be accessed through it.

Further information relating to the legislative requirements of the Publication Scheme can be found at https://ico.org.uk/.

3.0 How to Request Information

If you require a paper version of any of the documents listed in the Publication Scheme, please contact the school as follows:

admin@canonpyon.hereford.sch.uk, Canon Pyon Academy, Canon Pyon, Hereford. HR4 8PF
01432 830334

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST".

If the information you require is not listed within the Publication Scheme you can make a Freedom of Information request / Environmental Information Regulations request or Subject Access Request (if you require your personal data) to the School.

4.0 Review and Revision

This scheme will be reviewed as it is deemed appropriate, but no less frequently than every 2 years.

5.0 Publication Scheme

Information	How the Information can be Obtained	Charges
1. Who we are and what we do *Organisational information, structures, locations and contacts*		
• **Who's who in the school**		
• **Instrument of Government / Articles of Association** The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. Academies and Free Schools have Articles of Association instead	On the school's website	All items will be free if obtained from the school website. Items in paper copy will be charged at 10p per sheet.
• **School prospectus and curriculum** The contents of the school prospectus (if any) Outline of the school curriculum	On the school's website	
• **Governing Body** The names of the governors, basis on which they have been appointed	On the school's website	

Information	How the Information can be Obtained	Charges
and their contact details (via the school)		
• **Contact details for the Head teacher, via the school**	On the school's website	
• **Staffing structure**	On the school's website (prospectus)	
• **School session times and term dates** Details of school session times, dates of school terms and holidays	On the school's website	
• **Location and contact information** Address, telephone number, email address and website of the school Names of key personnel	On the school's website	

2. What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit

Financial information is available for the at least a 2 year period.

• **Annual budget plan and financial statements**	Clerk to governors	

Information	How the Information can be Obtained	Charges
Details of the sources of funding and income provided to the school by the local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns Details of items of expenditure over £5000 (or £2000 for small schools), including costs, supplier and transaction information.		
• **Capital funding** Information on major plans for capital expenditure. Includes details of capital funding allocated to or by the school together with information on related building projects and other capital projects, and details of any private finance initiatives and public –private partnership contracts.	Clerk to governors	
• **Financial audit reports**	Clerk to governors	
• **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.		

Information	How the Information can be Obtained	Charges
Or, information relating to / a link to information held by an organisation which has done so on school's behalf (e.g. local authority or diocese)		
• **Pay policy** Statement of the school's policy and procedures regarding teachers' pay	Administrator	
• **Staff allowances and expenses** Details of the allowances and expenses that can be incurred or claimed. Total allowances and expenses paid to individual senior staff members by reference to categories.	Financial Audit on school website.	
• **Staff pay and grading structure**	Financial Audit on school website.	
• **Governors' allowances** Details of allowances and expenses that can be incurred or claimed Record of total payments made to individual governors	Clerk to governors	

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Information	How the Information can be Obtained	Charges
3. What our priorities are and how we are doing *Strategies and plans, performance indicators, audits, inspections and reviews*		
• **Performance data supplied to the government, or a direct link to the data**		
• **Latest Ofsted report** Summary Full report Post inspection action plan	Ofsted Website	
• **Performance management information** Performance management policy and procedures adopted by the governing body	Administrator	
• **Performance data or a direct link to it**	Administrator	
• **The school's future plans** Any major plans for the future of the school e.g. proposals for and any	Administrator	

Information	How the Information can be Obtained	Charges
consultation on the future of the school, such as a change in status		
• **Safeguarding and child protection** The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State	Administrator	

4. How we make decisions

Decision making processes and records of decisions

• **Admissions policy / decisions** School's admission arrangements and procedures, details of rights of appeal. Information on application patterns / patterns of successful applicants (including criteria on which applications were successful). Individual admission decisions are not published.	Administrator	

Information	How the Information can be Obtained	Charges
• **Minutes of meetings of the governing body and its committees** Minutes, agendas and papers published as soon as practicable, with the exception of information that is properly considered to be private to the meeting	Clerk to governors	

5. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Information	How the Information can be Obtained	Charges
• **School policies and other documents**	School website	
• **Records management and personal data policies** Information security policies Records retention policy Destruction and archive policies Data protection (including data sharing) policies	Administrator	

Information	How the Information can be Obtained	Charges
• **Equality and diversity** Policies, schemes, statements, procedures and guidelines relating to equal opportunities	School website	
• **Policies and procedures for the recruitment of staff** Details of any current vacancies	School website	
• **Charging regimes and policies** Details of any statutory charging regimes	School website	
6. Lists and registers		
• **Curriculum circulars and statutory instruments** Statutory instruments (for example Regulations), departmental circulars and administrative memorandum sent to the Head of Teacher / Governing Body concerning the curriculum.	Administrator	

Information	How the Information can be Obtained	Charges
• **Asset register** Information from capital asset registers (if held)	Clerk to Governors	
• **Any information the school is currently legally required to hold in publicly available registers**		
## 7. The services we offer *Information about the services the school provides including leaflets, guidance and newsletters produced for the public and businesses*		
• **Extra-curricular activities** • **Out of school clubs** • **School publications** • **Services for which the school is entitled to recover a fee, together with those fees** • **Leaflets, booklets and newsletters**	Administrator	
## Additional Information		
This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Annex A – Schedule of Charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying / printing <detail size A4, etc., colour e.g. A4 black and white @ 10p per side> Postage	Actual cost* Actual cost of Royal Mail standard 2nd class
Statutory fee	In accordance with the relevant legislation (actual statute will be quoted)	Statutory fee
Other	Special or recorded delivery where requested or required	Actual cost of Royal Mail delivery at time of request

*the actual cost incurred by the public authority