



PIONEER ACADEMIES COMMUNITY TRUST

Policies and Procedures

Freedom of Information Publication Scheme

Review/Approve	By Whom	Date	Review Date
Approved	PACT	19.11.14	Autumn 2016
Approved	PACT	22.11.16	Autumn 2018
Approved	PACT	27.11.18	Autumn 2020
Reviewed	SLT	3.10.23	Autumn 2024

Freedom of Information Act - Publication Scheme for Pioneer Academies Community Trust (PACT)

Pioneer Academies Community Trust (PACT) referred to as the MAT has adopted the [ICO Model Publication Scheme](#) and has committed 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 MAT. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the MAT:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the MAT 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 MAT 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 MAT.

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 properly 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 MAT 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 MAT, 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 MAT will indicate how information can be obtained by other means and provide it by 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 MAT 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 MAT 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 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 the information.

Written requests

Information held by the MAT 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. Requests are to be sent to The Accounting Officer, Pioneer Academies Community Trust (PACT), c/o Carlton Primary Academy, Fish Dam Lane, Carlton, Barnsley, S71 3HF.

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

For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

Freedom of Information

Guide to Information available from Pioneer Academies Community Trust (PACT) under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) current information only		
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website	
Academy Order (if applicable)	Website	
School staff and structure – names of key personnel	Website	
Governing body – names and contact details of the governors and the basis of their appointment	Website	
School session times, term dates and holidays	Website	
Location and contact information – address, telephone number and website	Website	
Contact details for the Headteacher and the Governing Body	Website	
School Prospectus	Website	

Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year, as a minimum</p>		
Annual budget plan and financial statements	Hard copy	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy	
Financial Audit reports	Website	
Details of expenditure items over £2000 – published at least annually but at more frequent quarterly or six-monthly intervals where practical	Hard copy	
Additional funding – Income generation schemes and other sources of funding.	Hard copy	
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.	Hard copy	
Staffing and grading structure	Hard copy	
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy	
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy	
Staff allowances and expenses that can be claimed or incurred.	Hard copy	

Information to be published	How the information can be obtained	Charge
<p>What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>		
<p>School profile</p> <p>Government supplied performance data</p> <p>OFSTED report – summary and full report</p>	<p>Website</p>	
<p>Performance management information</p>	<p>Website</p>	
<p>Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	<p>Website</p>	
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>Website</p>	
<p>Data Protection Impact Assessments as appropriate and relevant</p>	<p>Hard copy</p>	

Information to be published	How the information can be obtained	Charge
<p>How we make decisions</p> <p>(Decision making processes and records of decisions) Current and previous three years as a minimum</p>		
<p>Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	<p>Website</p>	
<p>Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.</p>	<p>Hard copy</p>	

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies and other documents including:</p> <p>Safeguarding and child protection</p> <p>Charging and remissions policy</p> <p>Health and Safety and risk assessment</p> <p>Complaints procedure</p> <p>Staff conduct policy</p> <p>Discipline and grievance policies</p> <p>Pay policy</p> <p>Staffing structure implementation plan</p> <p>Information request handling policy</p> <p>Staff recruitment policies</p>	<p>Website or hard copy</p>	
<p>Pupil and curriculum policies, including:</p> <p>Home-school agreement</p> <p>Curriculum</p> <p>Sex education</p> <p>Special education needs</p> <p>Accessibility</p> <p>Race equality</p> <p>Collective worship</p> <p>Careers education</p> <p>Behaviour and anti-bullying</p>	<p>Website</p>	
<p>Records management and personal data policies</p> <p>Information security</p> <p>Records retention</p>	<p>Website or hard copy</p>	

Information to be published	How the information can be obtained	Charge
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	Website	
Charging regimes and policies This 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.	Website	

Information to be published	How the information can be obtained	Charge
<p>Lists and Registers</p> <p>Currently maintained lists and registers only (hard copy and/ or website; some information may only be available for inspection)</p>		
Curriculum circulars and statutory instruments	Website	
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the Academy is currently legally required to hold in publicly available registers	Inspection only	

Information to be published	How the information can be obtained	Charge
<p>The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only (hard copy and/ or website; some information may only be available for inspection)</p>		
Extra-curricular activities	Website	
Out of school clubs	Website	
School publications	Website	
Services for which the Academy is entitled to recover a fee, together with those fees	Website	
Leaflets, booklets and newsletters	Website	